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*Please note that the audio of this public meeting will be recorded and published on Council's website where it will be available for one (1) month, in accordance with Council's decision.*



## **AGENDA**

**FOR COUNCIL MEETING TO BE HELD ON**

**26 JUNE 2023 AT 6.30 PM**

**IN THE COUNCIL CHAMBER, 34 CHURCH STREET, SALISBURY**

### **MEMBERS**

Mayor G Aldridge  
Cr B Brug  
Cr L Brug  
Deputy Mayor, Cr C Buchanan  
Cr J Chewparsad  
Cr A Graham  
Cr K Grenfell  
Cr D Hood  
Cr P Jensen  
Cr M Mazzeo  
Cr S McKell  
Cr S Ouk  
Cr S Reardon

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager City Infrastructure, Mr J Devine  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco  
Team Leader Council Governance, Ms J O'Keefe-Craig

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# Council Meeting: 26 June 2023

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**Presentation of Minutes** p7

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Presentation of the Minutes of the Special Council meeting held 29 May 2023.  
Presentation of the Minutes of the Special Council meeting held 5 June 2023.  
Presentation of the Minutes of the Special Council meeting held 13 June 2023.

**Petitions** p7

*No Petitions have been received.*

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## Committee Reports

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- 2.1.1 Salisbury Business Association Separate Rate - Additional  
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- 2.1.2 NAWMA (Northern Adelaide Waste Management Authority)  
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and Budget Public Consultation Report
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- 2.1.4 B Budget Update
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### Governance and Compliance Committee

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### Urban Services Committee: 19 June 2023

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*Chair: Cr S Ouk*

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- US-MWON4 Motion Without Notice: Repurposing Playground Equipment
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## **Community Wellbeing and Sport Committee: 20 June 2023**

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- 5.0.1 Future Reports for the Community Wellbeing and Sport Committee
- 5.1.1 Youth Engagement Model
- 5.1.2 Phoebe Wanganeen Scholarship 2023
- 5.1.3 Bridgestone Athletics Centre - Review June 2023
- 5.1.4 Thrive Strategy
- 5.1.5 Annual Library Services Update
- 5.1.7 Community Event Sponsorship Grant Application
- 5.1.8 Community Grant Report Grant No. 35/2022-23: Ingle Farm Junior Soccer Club - Community Grant Application
- 5.1.9 Community Grant Report Grant No. 34/2022-23: Men's Shed Parafield Inc. - Community Grant Application
- 5.1.10 Community Grant Report Grant No. 36/2022-23: Para Hills United Soccer Club - Community Grant Application
- 5.1.11 Community Grant Report Grant No. 37/2022-23 and 38/2022-23: Mawson Lakes Model Yacht Club - Community Grant Applications
- 5.1.12 Community Grant Report Grant No. 39/2022-23 - Salisbury Villa Sports and Social Club Community Grant Applications
- 5.1.13 Community Grant Report Grant No. 40/2022-23 and 41/2022-23: The Southern Go Kart Club Inc. - Community Grant Applications  
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- 5.1.14 Youth Sponsorship Applications - May 2023

## **Innovation and Business Development Committee: 20 June 2023**

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*Chair: Cr K Grenfell*

- 6.0.1 Future Reports for the Innovation and Business Development Committee

### **Audit and Risk Committee**

*No Audit and Risk Committee meeting was held in June 2023.*

### **Council Assessment Panel: 23 May 2023**

*Council to note the minutes of the Council Assessment Panel meeting held on 23 May 2023.*

### **CEO Review Committee**

*No CEO Review Committee meeting was held in June 2023.*



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## General Business Reports

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MD1	Mayor's Diary Report
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## Reports from Council Representatives

## Questions on Notice

*There are no Questions on Notice*

## Questions Without Notice

## Motions on Notice p147

MON3	Motion on Notice: Blue Tree
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## Motions Without Notice

## Other Business

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### Committee Reports:

#### Policy and Planning Committee:

1.4.1 Strategic Growth Framework Waterloo Corner and Bolivar Corridor Update

**\*\* See Further Information Item:**

*1.4.1FI Strategic Growth Framework Waterloo Corner and Bolivar Corridor Update*

#### Community Wellbeing and Sport Committee:

5.1.6 Salisbury Aquatic Centre Redevelopment - Project Budget & Progress Update

5.4.1 Indoor Recreation Centres – Equipment Purchase

#### Innovation and Business Development Committee:

6.4.1 Community Centres Governance Review

### General Business:

C1 Request for Extension of Confidentiality Orders

C2 Chapel of the Holy Family Mausoleum – Expiry of Lease Agreements

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## **KAURNA ACKNOWLEDGEMENT**

*The City of Salisbury acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.*

## **PRAYER**

*Father in heaven*

*We thank you for the wondrous resources of our City, for its people, its environment and its sense of community.*

*We thank you for the opportunity to now deliberate over how best to help our community.*

*Please bless that we will respect one another and that we will all do our best to make decisions that will help our community to grow and prosper.*

*Bless our efforts this day in God's name.*

*Amen.*

## **APOLOGIES**

Apologies have been received from Cr L Brug and Cr B Brug.

## **LEAVE OF ABSENCE**

## **PUBLIC QUESTION TIME**

## **DEPUTATIONS**

### **DEP1 Mr A Duncan - Salisbury Heights Primary School**

Mr Adam Duncan will be in attendance at the 26 June 2023 Council Meeting to address Council in relation to the Salisbury Heights Primary School.

## **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Council Meeting held on 22 May 2023.

Presentation of the Minutes of the Special Council Meeting held on 29 May 2023.

Presentation of the Minutes of the Special Council Meeting held on 05 June 2023.

Presentation of the Minutes of the Special Council Meeting held on 13 June 2023.

## **PETITIONS**

No Petitions have been received.

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## COMMITTEE REPORTS

### 1 Policy and Planning Committee Meeting

*Chairman - Cr C Buchanan*

Consideration of the minutes of the Policy and Planning Committee Meeting - 19 June 2023 and adoption of recommendations in relation to item numbers:

#### *Administration*

##### **1.0.1 Future Reports for the Policy and Planning Committee**

It is recommended to Council:

That Council:

1. Notes the report.

#### *For Decision*

##### **1.1.1 Policy Review: Affordable and Community Housing Policy - Development of Surplus Council Owned Land**

It is recommended to Council:

That Council:

1. Adopts the Affordable and Community Housing Policy – Development of Surplus Council Owned Land (Attachment 1, Item 1.1.1, Policy and Planning Committee, 19 June 2023).
2. Notes that Administration is undertaking investigations regarding the delivery of a homeless shelter that will be reported on separately, as per the resolution of Council on 24 April 2023.

#### *Other Business*

##### **PP-MWON1 Motion Without Notice: AFL Gather Round 2023-2026**

It is recommended to Council:

That Council:

1. Notes the recent confirmation that the Australian Football League (AFL) Gather Round event will take place in South Australia until 2026.
2. Requests the Mayor to consider writing to the Mayor of Playford to offer support to the AFL Gather Round event, noting it is home to SANFL team, Central Districts Football Club.

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*Confidential Items*

*Refer to CONFIDENTIAL ITEMS section of Council Agenda*

**1.4.1 Strategic Growth Framework Waterloo Corner and Bolivar Corridor Update**

*See Confidential Further Information Item*

**1.4.1FI Strategic Growth Framework Waterloo Corner and Bolivar Corridor Update**

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## **2 Finance and Corporate Services Committee Meeting**

*Chairman - Cr B Brug*

Consideration of the minutes of the Finance and Corporate Services Committee Meeting - 13 June 2023 and adoption of recommendations in relation to item numbers:

### *Administration*

#### **2.0.1 Future Reports for the Finance and Corporate Services Committee**

It is recommended to Council:

That Council:

1. Notes the report.

### *For Decision*

#### **2.1.1 Salisbury Business Association Separate Rate - Additional Levy Consideration**

It is recommended to Council:

That Council:

1. Approves that there is to be no recovery of funds for the Sexton Laneway.
2. Notes the 2023/24 Salisbury Business Association separate rate declaration to be presented at the June Council meeting will be based on \$168,453 as reported and resolved in May 2023.
3. Requests the Salisbury Business Association to consider in the preparation of its 2024/25 separate rate levy request to Council how it can contribute to the overall revitalisation on of the Salisbury City Centre and surrounds through identifying additional opportunities that can be delivered through partnerships and collaboration with Council and other partners to enhance the overall experience for the broader community that use the city centre.

#### **2.1.2 NAWMA (Northern Adelaide Waste Management Authority) Third Quarter Budget Review 2022/23**

It is recommended to Council:

That Council:

1. Approves the Third Quarter Budget Review of the Northern Adelaide Waste Management Authority as contained in Attachment 1 to this report (Item 2.1.2 Finance and Corporate Services Committee 13 June 2023).

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### **2.1.3 2023/24 Long Term Financial Plan and Annual Business Plan and Budget Public Consultation Report**

It is recommended to Council:

That Council:

1. Notes 2023/24 Draft Long Term Financial Plan and Annual Business Plan and Budget Public Consultation Report.
2. Approves the draft responses to the 2023/24 Long Term Financial Plan and Annual Business Plan and Budget consultation submissions as contained in Attachment 1 to this report (Item 2.1.3 Finance and Corporate Services Committee, 13 June 2023).
3. Delegates to the CEO to amend the draft letter to the responses based on any decisions Council may make in relation to the proposed rate increase.

### **2.1.4 A Budget Update**

It is recommended to Council:

That Council:

1. Approves the Consolidated Budget Summary and Proposed Budget Adjustments to the Consolidated Summary as contained in Attachments 1 and 2 to this report (Item 2.1.4A, Finance and Corporate Services Committee, 13 June 2023).
2. Approves the changes to Infrastructure budget bids:
  - TRN001143 Community Bus \$480k – funding for the delivery of infrastructure for new bus stops as per Council Resolution 0152/2023, April 2023 (Paragraph 3.2 and Attachment 3).
  - DWN001000 Major Flooding Mitigation Service Continuity Program \$300k – Brickwork Place, Walkley Heights mitigation works for drainage infrastructure failure added as per Council Resolution 0342/2023, May 2023 (Paragraph 3.4 and Attachment 5).
3. Approves new and updated operating budget bids:
  - OPN001143 Community Bus \$285k – funding to continue the community bus service as per Council Resolution 0152/2023, April 2023 (Paragraph 3.5.1 and Attachment 3).
  - OPN001144 Christmas Carols \$20k – funding to host an expanded event at Carisbrooke Park as per Council Resolution 0149/2023, April 2023 (Paragraph 3.5.2 and Attachment 6).
4. Delegates to the Chief Executive Officer to transfer funds from the Chief Executive Officer Consulting budget to other areas of the business as required, and to report transactions made using this delegation via quarterly reviews, as per paragraph 3.11 of this report (Finance and Corporate Services, 13 June 2023).
5. Approves the amendment of fees for the Mawson Centre Development listed on page 31 of the 2023/24 Draft Fees and Charges so that the full commercial rates are listed as discussed in paragraph 3.12 of this report (Attachment 8 Item no 2.1.3 Finance and Corporate Services, 13 June 2023).

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### **2.1.4 B Budget Update**

It is recommended to Council:

That Council:

1. Approves the changes to Infrastructure budget bid:  
PBN001145 Hausler Reserve, Paralowie – Stage 2 New Building \$600k – funding for the new uni-sex change facility and carparking as per Council Resolution 0141/2023, April 2023 (Paragraph 3.3 and Attachment 4).

### **2.1.5 Rating Strategy 2023/24**

It is recommended to Council:

That Council:

1. Approves a rate increase based on 6.9% increase in residential rates, and a 6.9% increase for Commercial and Industrial, and a 30% differential on the residential rate be applied to vacant land, as the basis for setting rates in 2023/24.



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### **3 Governance and Compliance Committee Meeting**

*No Governance and Compliance Committee meeting was held in June 2023.*

### **4 Urban Services Committee Meeting**

*Chairman - Cr S Ouk*

Consideration of the minutes of the Urban Services Committee Meeting - 19 June 2023 and adoption of recommendations in relation to item numbers:

#### ***Administration***

#### **4.0.1 Recommendations of the Asset Management Sub Committee meeting held on Tuesday 13 June 2023**

It is recommended to Council:

##### That Council:

Receives and notes the information contained in the Asset Management Sub Committee of the meeting held on 13 June 2023 with respect to the following recommendations contained therein to be adopted by Council:

#### **AMSC1 Future Reports for the Asset Management Sub Committee**

It is recommended to Council:

##### That Council:

1. Notes the report.

#### **AMSC2 Strategic Asset Management Plan Update**

It is recommended to Council:

##### That Council:

1. Notes the result of the public consultation.
2. Adopts the revised 2023/24 Asset Management Improvement Plan as detailed in table of the report (Item AMSC2 – Strategic Asset Management Plan Update – Asset Management Sub Committee, 13 June 2023) for inclusion in the Strategic Asset Management Plan (SAMP).

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### **AMSC3FI Kings Road - Update**

It is recommended to Council:

That Council:

1. Notes the completed works to manage stormwater based on the information available from the May 30, 2022 event.
2. Notes that future investigations will be undertaken to identify further improvements.
3. Notes that the service road drainage system will be inspected on a three-monthly maintenance.

#### **4.0.2 Recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Tuesday 13 June 2023**

It is recommended to Council:

That Council:

Receives and notes the information contained in the Environmental Sustainability and Trees Sub Committee of the meeting held on 13 June 2023 with respect to the following recommendations contained therein to be adopted by Council:

##### **ESATS1 Future Reports for the Environmental Sustainability and Trees Sub Committee**

It is recommended to Council:

That Council:

1. Notes the report.

##### **ESATS2 Tree Removal Requests - Monthly Update for April 2023**

It is recommended to Council:

That Council:

1. Notes the report.
2. Approves the removal of the following:  
Number 20, Number 23, Number 27 and Number 36 as listed in the table within the report (Item no. ESATS2, Environmental Sustainability and Trees Sub Committee, 13 June 2023).

##### **ESATS3 Review of Tree Removal Request - Various Locations**

It is recommended to Council:

That Council:

1. Approves the lodgement of development applications seeking removal of:
  - a. The regulated *Eucalyptus camaldulensis* tree at the front of 7 Hodges Court, Parafield Gardens, noting that should the application be approved four replacement trees are required to be planted.

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**ESATS4 Tender for selection of an arborist to provide independent assessment of Council tree removal requests**

It is recommended to Council:

That Council:

1. Notes the report.
2. Notes that the Administration will begin the procurement process to create a panel of independent Arborists (Panel) for the purpose of reviewing Significant/Regulated Tree Removal Appeals and lodging Development Applications.
3. Notes a report will be presented to the Environmental Sustainability Sub-Committee for final approval of the selected Panel.
4. Delegates to the Environmental Sustainability and Trees Sub Committee the power to make the decision for the final approval of the Panel.

**ESATS5 Sustainability Strategy 2035**

It is recommended to Council:

That Council:

1. Notes the Draft Sustainability Strategy 2035 Community Engagement Report as detailed in Attachment 1, of this report (ESATS5 - Sustainability Strategy 2035 – Environmental Sustainability and Trees Sub Committee, 13 June 2023).
2. Adopts the Sustainability Strategy 2035 as detailed in Attachment 2, of this report (ESATS5 - Sustainability Strategy 2035 – Environmental Sustainability and Trees Sub Committee, 13 June 2023).

**4.0.3 Future Reports for the Urban Services Committee**

It is recommended to Council:

That Council:

1. Notes the report.

***For Decision***

**4.1.1 Capital Works - May 2023**

It is recommended to Council:

That Council:

1. Approves the inclusion of minor traffic improvements at Augustine Street, Mawson Lakes, Green Tree Boulevard, Paralowie and Wright Road, Ingle Farm, within the Minor Traffic Improvement Program, PR13600, in alignment with funding availability.
2. Approves the program removal of Pratt Avenue, Pooraka, bus stop improvement, within PR22852 Bus Shelter Renewal and Stop Improvement Program, as it will be considered as part of the Pratt Avenue Bridge Replacement scheduled to commence next financial year.

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#### **4.1.2 Ascot Drive Reserve, Paralowie - Playground Renewal**

It is recommended to Council:

That Council:

1. Notes the report.
2. Gives notice of its intent to rescind the resolution 1460/2022, Council Meeting held 22 August 2022.
3. Request staff to present a report to the Asset Management Sub Committee to include costings to irrigate Ascot Drive Reserve.

#### **4.1.3 Revocation of Community Land Classification Costa Court Reserve, Salisbury Plain**

It is recommended to Council:

That Council:

1. Approves the revocation of the Community Land Classification of portion of Allotment 15 in Deposited Plan 62879, as described in Certificate of Title Volume 5901 Folio 582, also known as Costa Court Reserve, Salisbury Plain and measuring approximately 1.445m<sup>2</sup>, pursuant to the provisions of Section 194(3)(b) of the *Local Government Act 1999* having complied with all the requirements.
2. Authorises the CEO or delegate to remove the above-mentioned portion of land from the City of Salisbury's Community Land Register.
3. Authorises the CEO or delegate to lodge all necessary documentation with the Land Titles Office to allow for the removal of this portion of land as Community Land and that this be rededicated as road pursuant to Section 208 of the *Local Government Act 1999*, with the applicant responsible for all costs incurred.

#### **4.1.4 Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm**

It is recommended to Council:

That Council:

1. Approves the allotments of land set out below and delineated on Attachment 1 of the report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023), be declared surplus to Council's requirements:
  - 1.1 The whole of allotment 26 in Deposited Plan 10063 and described in Certificate of Title Volume 6194 Folio 695 and identified as portion 1.
  - 1.2 The whole of allotment 2143 in Deposited Plan 9450 and described in Certificate of Title Volume 6194 Folio 693 and identified as portion 2.
  - 1.3 The whole of allotment 2096 in Deposited Plan 9450 and described in Certificate of Title Volume 5580 Folio 976 and identified as portion 3.
  - 1.4 The whole of allotment 2094 in Deposited Plan 9451 and described in Certificate of Title Volume 5580 Folio 106 and identified as portion 4.

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- 1.5 The whole of allotment 2108 in Deposited Plan 9335 and described in Certificate of Title Volume 5538 Folio 553 and identified as portion 5.
  - 1.6 The whole of allotment 2134 in Deposited Plan 9392 and described in Certificate of Title Volume 5539 Folio 229 and identified as portion 6.
  - 1.7 The whole of allotment 2098 in Deposited Plan 9452 and described in Certificate of Title Volume 5472 Folio 992 and identified as portion 7.
  - 1.8 The whole of allotment 2151 in Deposited Plan 9452 and described in Certificate of Title Volume 5561 Folio 911 and identified as portion 8.
  - 1.9 A portion of allotment 2174 in Deposited Plan 9455 and described in Certificate of Title Volume 5539 Folio 210 measuring approximately 1204 square metres and identified as portion 9.
  - 1.10 The whole of allotment 2097 in Deposited Plan 9455 and described in Certificate of Title Volume 5575 Folio 439 and identified as portion 10.
  - 1.11 A portion of allotment 2173 in Deposited Plan 9455 and described in Certificate of Title Volume 5539 Folio 219 measuring approximately 1204 square metres and identified as portion 11
  - 1.12 The whole of allotment 2141 in Deposited Plan 9393 and described in Certificate of Title Volume 5742 Folio 294 and identified as portion 12.
  - 1.13 The whole of allotment 1649 in Deposited Plan 9393 and described in Certificate of Title Volume 5474 Folio 988 and identified as portion 13.
  - 1.14 The whole of allotment A in Deposited Plan 6220 and described in Certificate of Title Volume 6028 Folio 982 and identified as portion 14.
  - 1.15 The whole of allotment 2176 in Deposited Plan 9456 and described in Certificate of Title Volume 5539 Folio 208 and identified as portion 15.
  - 1.16 A portion of allotment 2095 in Deposited Plan 9454 and described in Certificate of Title Volume 5575 Folio 441 measuring approximately 176 square metres and identified as portion 16.
  - 1.17 The whole of allotment 1648 in Deposited Plan 9327 and described in Certificate of Title Volume 5539 Folio 123 and identified as portion 17.
  2. Approves the report prepared in accordance with Section 194(2)(a) of the *Local Government Act 1999* contained in Attachment 2 of the report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023).
  3. Authorises the Chief Executive Officer or delegate commence the process of public consultation to revoke the classification of land as community land as identified in Section 1.1 to 1.17 above and detailed in Attachment 2 of the report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023) in accordance with Council's Public Consultation Policy and Section 194(2)(b) of the *Local Government Act*.
  4. Authorises the Chief Executive Officer or delegate to implement the required provisions of the *Roads (Opening and Closing) Act 1991* to commence a process for closure of a portion of Walkleys Road, Ingle Farm as marked "A" on the Preliminary Plan 23/00 contained in Attachment 3 of this report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023) .

- 
5. Authorises the Chief Executive Officer or delegate to implement the required provisions of the *Roads (Opening and Closing) Act 1991* to commence a process for closure of a portion of Aragon Road, Ingle Farm as marked “B” on the Preliminary Plan 23/00 contained in Attachment 3 of this report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023)
  6. Authorises the Chief Executive Officer or delegate to implement the required provisions of the *Roads (Opening and Closing) Act 1991* to commence a process for closure of a portion of Walkleys Road, Ingle Farm as marked “C” on the Preliminary Plan 23/00 contained in Attachment 3 of this report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023).
  7. Authorises the Chief Executive Officer or delegate undertake public consultation as per Council’s Community Consultation Policy for the Road Closure, in line with the *Roads Opening and Closing Act 1991*.
  8. Approves in accordance with Section 193 (4) of the *Local Government Act 1999*, the portion of Walkleys Road marked “A” on the Preliminary Plan 23/00 contained in Attachment 3 of this report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023) be excluded from classification as Community Land.
  9. Approves in accordance with Section 193 (4) of the *Local Government Act 1999*, the portion of Walkleys Road marked “B” on the Preliminary Plan 23/00 contained in Attachment 3 of this report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023) be excluded from classification as Community Land.
  10. Approves in accordance with Section 193 (4) of the *Local Government Act 1999*, the portion of Walkleys Road marked “C” on the Preliminary Plan 23/00 contained in Attachment 3 of this report (Item 4.1.4 - Revocation and Road Closure over portions of the Walkleys Road Corridor, Ingle Farm - Urban Service Committee, 19 June 2023) be excluded from classification as Community Land.
  11. Authorises the Chief Executive Officer or delegate to finalise the Road Closure (including submitting the necessary documentation for revocation to the Minister for approval) as outlined in the report if there are no objections raised as part of the consultation process. In the event objections are made on the road closure, a further report will be presented to Council following the public consultation period for consideration of any objections.

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#### **4.1.5 Proposed Road Closure - Watson Street, Mawson Lakes**

It is recommended to Council:

That Council:

1. Authorises Administration to implement the required provisions of the *Roads (Opening and Closing) Act 1991* to commence a process for closure of Watson Street, Mawson Lakes, identified in blue on Attachment 1 of the report (Item 4.15 - Proposed Road Closure - Watson Street, Mawson Lakes - Urban Services Committee, 19 June 2023).
2. Approves staff to undertake public consultation by placing public notices in the Advertiser Newspaper and a notice in the State Government Gazette in accordance with the provision of the *Roads (Opening and Closing) Act 1991* as well as sending notices to affected residents within the area.
3. Notes that should no objections be received after completion of the Public Consultation Process; the CEO or delegate is authorised to submit the required documentation to the Surveyor General for approval.
4. Approves that pursuant to Section 193 (4) of the *Local Government Act 1999*, portion of Watson Street, Mawson Lakes identified in blue on attachment 1 to the report (Item 4.1.5 - Proposed Road Closure - Watson Street, Mawson Lakes - Urban Services Committee, 19 June 2023) be excluded from Community Land Classification and be made available for purchase by the adjoining owners.
5. Notes that the Chief Executive Officer is delegated to initiate and action the process for disposal of land as outlined in the report (Item 4.1.5 - Proposed Road Closure - Watson Street, Mawson Lakes - Urban Services Committee, 19 June 2023) if there are no objections raised as part of the consultation process. In the event objections are made on the road closure, a further report will be presented to Council following the public consultation period for consideration of any objections.

#### **4.1.6 NAWMA Draft Annual Business Plan 2023/2024**

It is recommended to Council:

That Council:

1. Notes the information provided regarding NAWMA's Draft Annual Business Plan 2023/24.
2. Endorses the Northern Adelaide Waste Management Authority (NAWMA) Draft Annual Business Plan 2023/24, as provided in Attachment 1 of the report (Item 4.1.6 - NAWMA Draft Annual Business Plan 2023/2024 – Urban Service Committee - 19 June 2023).

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*Other Business*

**US-MWON1 Motion Without Notice: Pedestrian Friendly Cafe Strip - Mawson Lakes Boulevard**

It is recommended to Council:

That Council:

1. Requests Administration to present a report of the current situation of pedestrian friendly movements from the Mawson Centre to edge of Mobarra Park by December 2023.

**US-MWON2 Motion Without Notice: Fountain - Main Lake, Mawson Lakes**

It is recommended to Council:

That Council:

1. Notes Cr Brug's proposed Motion on Notice to the Urban Services Committee on the water fountain at Mawson Lakes and exploring the option of businesses contributing to the purchase and installation of the water fountain.
2. Takes no further action in regards to the installation of a water fountain in the main lake at this stage, noting the significant electricity connection charges and ongoing operating costs associated with the required electrical connections.

**US-MWON3 Motion on Notice: Lighting up the Salisbury Community Hub**

It is recommended to Council:

That Council:

1. Requests the Administration to bring back a report to the Urban Services Committee by August 2023 on the current lighting capabilities of the City of Salisbury Community Hub.
2. Requests that this report also includes options and cost estimates on improved lighting capability to light up the entire Community Hub building in specific colours for special occasions and events.

**US-MWON4 Motion on Notice: Repurposing Playground Equipment**

It is recommended to Council:

That Council:

1. Notes Cr B Brug's proposed Motion on Notice on repurposing playground equipment for third world countries.
2. Does not support repurposing City of Salisbury play equipment to be donated via the "Rotary Overseas Relocated Playgrounds" and requests staff to present an information report on how the City of Salisbury can utilise and repurpose playground equipment on reserves in the City of Salisbury.



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**US-MWON5 Motion on Notice - Parkrun Course Condition Audit**

It is recommended to Council:

That Council:

1. Requests the Administration to undertake a condition audit on the pavers around the course used by Mawson Lakes Parkrun, and present the findings, potential options and costings to the Urban Services Committee.
2. Requests the Administration to meet with the Mawson Lakes Parkrun organisers on site to identify areas that require remedial works.

**US-MWON6 Motion on Notice: Christmas Decorations**

It is recommended to Council:

That Council:

1. Notes Cr B Brug's proposed Motion on Notice regarding Christmas Decorations across the City of Salisbury.
2. Takes no further action at this stage due to budget priorities.
3. Requests Administration speak to the Salisbury Business Association regarding decorations in the Salisbury City Centre and opportunity to apply for a grant.

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## **5 Community Wellbeing and Sport Committee Meeting**

*Chairman - Cr D Hood*

Consideration of the minutes of the Community Wellbeing and Sport Committee Meeting - 20 June 2023 and adoption of recommendations in relation to item numbers:

### ***Administration***

#### **5.0.1 Future Reports for the Community Wellbeing and Sport Committee**

It is recommended to Council:

That Council:

1. Notes the report.

### ***For Decision***

#### **5.1.1 Youth Engagement Model**

It is recommended to Council:

That Council:

1. Notes the feedback Council has received to date as part of the youth engagement consultation undertaken in 2021/2022 (Attachment 1, Item no. 5.1.1, Community Wellbeing and Sport Committee 20 June 2023).
2. Approves the three Key Priority Areas for the establishment of the next Youth Action Plan:
  - a. Health and Wellbeing;
  - b. Equity, Discrimination and Unfair Treatment; and
  - c. Educational Engagement and Successful Transitions
3. Approves the proposed Youth Engagement Model as outlined in paragraphs 4.2, 4.3, 4.4 and 4.5 of this report (Item no. 5.1.1, Community Wellbeing and Sport Committee 20 June 2023).
4. Approves an additional budget of \$15,000 for the purposes of the delivering the Youth Summit.

#### **5.1.2 Phoebe Wanganeen Scholarship 2023**

It is recommended to Council:

That Council:

1. Approves awarding the Phoebe Wanganeen Scholarship to Maja Tongerie for the three-year University Scholarship to support her studies for Bachelor of Primary Education (Honours) at Uni SA.
2. Approves, in the absence of an applicant for the TAFE or Registered Training Organisation category, awarding Mani Welch a \$1,500 Scholarship for one year for his Bachelor of Engineering (Honours)(Mechanical) with Bachelor of Mathematical and Computer Sciences at Adelaide University.

- 
3. Approves the proposed changes to the scholarship including:
    - i. Broadening the eligibility to include post-secondary courses including graduate certificates, diplomas, honours, masters, PhDs and additional degrees.
    - ii. Allowing eligible people to apply and provide their heritage documentation (proof of Aboriginality) upon shortlisting rather than on application.
    - iii. Consolidating education awards within the Phoebe Wanganeen Scholarship into a single stream to enable the program to respond to worthy applications.
    - iv. Creating a Selection Panel Pool. This would enable the composition of a panel that reflects the nature of the applicants for each round of the Phoebe Wanganeen Scholarship and reduce reliance on a small number of people for the interview and assessments.

### **5.1.3 Bridgestone Athletics Centre - Review June 2023**

It is recommended to Council:

That Council:

1. Notes the highlights of the Bridgestone Athletics Centre's (BAC) second year of operation, including:
  - a. Increase in activation with 52 school carnivals and 28 additional State athletic competitions held. This activation saw over 100,000 people visit BAC in 2022-23.
  - b. Athletics SA and SA Little Athletics utilised the Centre from July to December 2022 whilst the State Athletics Facility was re-surfaced.
  - c. Increased participation amongst the licenced athletics clubs with an average growth of 27%, significantly exceeding national participation trends.
  - d. A positive and growing level of interest amongst schools hosting carnivals with repeat bookings now occurring.
  - e. Stronger than anticipated canteen operation.
  - f. High level of community use over the summer period.
2. Approves holding over the existing licence agreements by up to six months, within the parameters permitted by the *Local Government Act 1999*, to retain alignment with Council's other sport club leases and licences, and enable adequate, engagement, negotiation and legal drafting time.
3. Approve the Mayor writing to Bridgestone Australia inviting them to enter into a new naming right sponsorship agreement.
4. Notes Polytans recommendation to undertake a professional cleaning of the Bridgestone Athletics Club track every two years. This costs an estimated \$30,000. The next clean is likely due in 2024, and if required, a budget bid will be submitted as part of the 2024/25 budget cycle.

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#### **5.1.4 Thrive Strategy**

It is recommended to Council:

That Council:

1. Defers Item 5.1.4 Thrive Strategy to a CEO Briefing Session.

#### **5.1.5 Annual Library Services Update**

It is recommended to Council:

That Council:

1. Notes the Administration's analysis of the Salisbury Library service, which incorporates both the operational change with the impacts of COVID in paragraph 4.19 of the report (Item 5.1.5, Community Wellbeing and Sport Committee, 20 June 2023).
2. Notes the proposed carry forward of \$15,000 from the 2022/23 budget for the Library Out and About service.
3. Approves the transfer of \$18,000 for the Saturday Sessions Events program to the Community Capacity and Learning Division.
4. Approves the delivery of the 6-month Monday Night Salisbury Hub Pilot.
5. Notes the Partnership opportunities as outlined in paragraphs 4.23 of the report (Item 5.1.5, Community Wellbeing and Sport Committee, 20 June 2023).

#### **5.1.7 Community Event Sponsorship Grant Application**

It is recommended to Council:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers sets out in the adopted Terms of Reference:

1. Approves the following application through round thirteen (13) of the Community Events Sponsorship Program as follows:
  - a. Grant No. 1/2023: Good Shepherd Lutheran Church, Para Vista Inc, application for \$5,000.00 for Para Vista Christmas Carols.

#### **5.1.8 Community Grant Report Grant No. 35/2022-23: Ingle Farm Junior Soccer Club - Community Grant Application**

It is recommended to Council:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 33/2022-23 the Ingle Farm Junior Soccer Club Community Grant Application: to the value of \$5,000 to assist with purchasing soccer goals.

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**5.1.9 Community Grant Report Grant No. 34/2022-23: Men's Shed Parafield Inc. - Community Grant Application**

It is recommended to Council:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 33/2022-23 the Men's Shed Parafield Inc. Community Grant Application: to the value of \$2,000: to assist with costs towards the purchase of a defibrillator.

**5.1.10 Community Grant Report Grant No. 36/2022-23: Para Hills United Soccer Club - Community Grant Application**

It is recommended to Council:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 36/2022-23 the Para Hills United Soccer Club Community Grant Application: to the value of \$5,000: to assist with costs towards purchasing trestle tables and function chairs.

**5.1.11 Community Grant Report Grant No. 37/2022-23 and 38/2022-23: Mawson Lakes Model Yacht Club - Community Grant Applications**

It is recommended to Council:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 37/2022-23 Mawson Lakes Model Yacht Club Community Grant Application: to the value of \$2,000: to assist with costs towards purchasing a defibrillator.
  - b. Grant No. 38/2022-23 Mawson Lakes Model Yacht Club Community Grant Application: to the value of \$4,970: to assist with costs towards purchasing various equipment including radios, batteries for mobility scooter, tablet and accessories as well as advertisement and marketing materials.

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### **5.1.12 Community Grant Report Grant No. 39/2022-23 - Salisbury Villa Sports and Social Club Community Grant Applications**

It is recommended to Council:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 39/2022-23 Salisbury Villa Sports and Social Club Community Grant Application: to the value of \$5,000: to assist with costs towards purchasing a various training equipment including soccer balls, agility poles, training bibs and soccer goals.

### **5.1.13 Community Grant Report Grant No. 40/2022-23 and 41/2022-23: The Southern Go Kart Club Inc. - Community Grant Applications**

It is recommended to Council:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 40/2022-23 Southern Go Kart Club Inc. Community Grant Application: to the value of \$2,000: to assist with costs towards purchasing a defibrillator.
2. Defers Grant No. 41/2022-23 to be considered at the June 2023 Council Meeting.

*See Further Information Item*

### **5.1.13FI Community Grant Report Grant No. 41/2022-23: The Southern Go Kart Club Inc. - Community Grant Application**

It is recommended to Council:

That Council:

1. Notes that whilst some items listed in Grant No. 41/2023-23 Southern Go Kart Club Inc. Community are deemed to be ineligible under the Community Grant Eligibility Criteria, the unique context of the grant funding requested by the Southern Go Kart Club Inc. would have a broader community benefit.
2. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 41/2022-23 Southern Go Kart Club Inc. Community Grant Application: to the value of \$5,000: to assist with costs towards purchasing two whipper snippers, two blowers and a pop-up shelter.
3. Notes that if this Grant No. 41-2022/23 is approved, the budget for this program would be exceeded and an additional \$1,656 would need to be funded from the existing Community Development budget.

---

### **5.1.14 Youth Sponsorship Applications - May 2023**

It is recommended to Council:

That Council:

1. Notes the 19 Youth Sponsorship Applications assessed in May 2023, as included in this report (Item 5.1.14, Community Wellbeing and Sport Committee, 20 June 2023).

*Confidential*

*Refer to CONFIDENTIAL ITEMS section of Council Agenda*

**5.1.6 Salisbury Aquatic Centre Redevelopment – Project Budget and Progress Update**

**5.4.1 Indoor Recreation Centres - Equipment Purchase**

<b>ITEM</b>	5.1.13FI
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	20 June 2023
<b>HEADING</b>	Community Grant Report Grant No. 41/2022-23: The Southern Go Kart Club Inc. - Community Grant Application
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	The Southern Go Kart Club Inc. Community Grant Applications is submitted to Council for consideration.

### **RECOMMENDATION**

#### That Council:

1. Notes that whilst some items listed in Grant No. 41/2023-23 Southern Go Kart Club Inc. Community are deemed to be ineligible under the Community Grant Eligibility Criteria, the unique context of the grant funding requested by the Southern Go Kart Club Inc. would have a broader community benefit.
2. Approves the request for funding for the June 2023 round of Community Grants as follows:
  - a. Grant No. 41/2022-23 Southern Go Kart Club Inc. Community Grant Application: to the value of \$5,000: to assist with costs towards purchasing two whipper snippers, two blowers and a pop-up shelter.
3. Notes that if this Grant No. 41-2022/23 is approved, the budget for this program would be exceeded and an additional \$1,656 would need to be funded from the existing Community Development budget.

### **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Attachment 1: Southern Go Kart Club Inc. Community Grant Application
2. Attachment 2: Community Grant Guidelines and Eligibility Criteria

### **1. BACKGROUND**

- 1.1 The Southern Go Kart Club Inc. has applied for a Community Grant in the June 2023 round of Community Grants to assist with costs towards purchasing two blowers, two whipper snippers and a pop-up shelter.



- 1.1 The Southern Go Kart Club Inc. received a Community Grant in 2021 for \$5,000 as part of the COVID-19 Community Grant Funding. This grant funding was not required to be acquitted and as such, the Southern Go Kart Club Inc. is eligible to apply for the June round of Community Grant Funding.
- 1.2 The Community Wellbeing and Sport Committee approved at its June 2023 Meeting to provide the Southern Go Kart Club Inc. \$2,000 towards purchasing a defibrillator.
- 1.3 Under the Community Grant eligibility criteria and guidelines, a grant for a defibrillator can be considered outside of the usual grant terms and can be considered alongside of an additional community grant and as such the Southern Go Kart Club Inc. are eligible to apply for this additional grant funding.
- 1.4 The Southern Go Kart Club Inc. has 350 members, 70% of which reside in the City of Salisbury.

## **2. REPORT**

- 2.1 The Southern Go Kart Club Inc. is a Community organisation.
- 2.2 This application is requesting funds to assist with costs towards purchasing various capital equipment including blowers and whipper snippers and a pop-up shelter.
- 2.3 Section 10.4.1 of the Community Grant Eligibility Criteria states that funding will not be considered for capital equipment including tools. However, due to the unique context of the Southern Go Kart Club Inc. it is recommended to fund the entirety of the grant.
- 2.4 The Community Grants Program funding budget allocation for 2022/2023 is \$120,000. The remaining balance in March was \$7,814, and an additional \$40,000 was approved by the Community Wellbeing and Sport Committee at the March meeting, as a non-discretionary budget bid for the Community Grant Program at the 2022/23 Third Quarter Budget Review.
- 2.5 The money committed to this application for the June 2023 round, if approved, is \$5,000. The money committed to all grant applications received for the June round was \$27,470 in total.
- 2.6 If Council decides to fund the entirety of the Grant No. 41-2022/23, the budget for this program would be exceeded and an additional \$1,656 would need to be funded from the existing Community Development budget.

## **3. CONCLUSION / PROPOSAL**

- 3.1 That Council approves the grant funding applications from the Southern Go Kart Club Inc. Community Grant Application: to the value of \$5,000 to assist with purchasing two blowers, two whipper snippers and a pop-up shelter.

If Council decides to fund the entirety of the Grant No. 41-2022/23, the budget for the Community Grants 2022/23 program would be exceeded and an additional \$1,656 would need to be funded from the existing Community Development budget.

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Applicant Organisation Information		
<b>1. GROUP / ORGANISATION DETAILS</b>		
Name:	<i>Southern Go Kart Club</i>	
Address:	<i>21-52 Robinson Road</i>	
Suburb:	<i>Waterloo Corner</i> Postcode: <i>5110</i>	
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>		
Name:	<i>Mr Ian Watson</i>	
Title (your role with the group/organisation):	<i>Infrastructure Manager</i>	
Address:		
Phone:	Landline: <i>N/A</i> Mobile:	
Email:		
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>		
Name of Person Responsible for the Grant:	<i>Other: Ian Watson</i>	
Title (role with the group/organisation):	<i>As Above</i>	
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>		
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	<i>Committee</i>	
<b>Is your organisation:</b>		
a) Incorporated:	<b>Yes</b> <input checked="" type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<b>Yes</b> <input type="checkbox"/> (go to question c)	<b>No</b> <input type="checkbox"/> (go to question c)
<b>Parent Organisation</b>		
Name:		
ASIC Registration Number:		

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<b><i>Your organisation must have its own Bank/Credit Union Account or similar</i></b>		
Full Account Name: <b>THE SOUTHERN GO KART CLUB</b> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <i>ANZ</i>	
	Branch Location: <i>Port Adelaide or online</i>	
<b>6. REFEREE INFORMATION</b>		
<b><i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i></b>		
Referee's Name:	<i>Sandra Watson</i>	
Referee's Contact Information:		

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

<b>GST Declaration</b>		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i>  8 5 2 2 6 5 4 8 4 2 6 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input checked="" type="checkbox"/></span> <small>(enter '0' dollar amounts below)</small>
<i>If Yes, provide details:</i>	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	
Organisation's contribution:	
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>any added expense that exceeds the grant allocation, labor in time using the equipment</i>
<b>EXPENSES</b> <small>(specify the proposed expense budget by item:)</small>	<b>\$ AMOUNT</b>
<i>Blower vac qty 2</i>	<b>\$ 2,310</b>
<i>whipper Snipper qty 2</i>	<b>\$ 1,200</b>
<i>Volunteer pop up shelter qty 1</i>	<b>\$ 1,566</b>
<b>TOTAL (including GST):</b>	<b>\$ 5,076</b>

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Equipment for volunteers for ground maintainace</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>one-off</i>
Total cost of Project/Event	<i>\$ 5,076</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>Any cost exceeding the above limit will be paid for by the club. Final unit cost will be dependant discounts available at time of purchase.</i>  <input type="checkbox"/> There are no relevant attachments. <input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Project/Event Details		
<b>Previous Community Grants Program Funding</b>		
Has your Organisation previously received a Community Grant? <i>(if Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	august 2020 for COVID	
What amount of Grant funding was provided:	\$ 5,000	
When was the previous Grant acquitted (month & year):	2020	
<b>Group/Organisation Information</b>		
Group/Organisation Name	The Southern Go Kart Club inc	
Group/Organisation Description	Go Kart racing facility	
Group/Organisation Registered Address	Number/Street: 21-52 Robinson Road Suburb: Waterloo Corner Postcode: 5110	
Is the Club Incorporated?	yes	
Number of Members	350	
% of Membership that reside in the City of Salisbury	70 % approximately	
<b>Project/Event Details</b>		
Project/Event Name	Equipment for volunteers for ground maintainace	
Project/Event Summary	Aquistion of equipment to assist in ground maintainace	
Date(s) of Project/Event	dependant on if grant is approved	
Location of Project/Event:	Number/Street: 21-52 Robinson Road Suburb: Waterloo Corner Postcode: 5110	
How will the Project/Event benefit the residents of the City of Salisbury?	Provide a facility that the local community can be proud of it being located int their area. Due to grants allows us to give a free entry event.	
How many individuals will benefit from the Project/Event?	1,000	
% of project/event participants that reside in the City of Salisbury	70 %	
If it is an Event, is it open to the public?	Yes <input type="checkbox"/> Project not an event, but public will have access	
How will the Project/Event be promoted?	N/A	

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*





**Project or Event Scope**

*Provide a description of the proposed project or event:*

*Aquisition of facility maintainance equipment to allow volunteers to carry out their duties in a more timely manner.*

**Attachments**

There are no attachments relating to the Project or Event Scope.

The following documents are attached relating to the Project or Event Scope:

1. *quotes*
- 2.
- 3.

**Benefits and Outcomes of the Project or Event**

*Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:*

*Provide a facility that the local community can be proud of it being located int their area. Due to grants allows us to give a free entry event*

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*



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Effective 23 August 2021



# **Community Grants Program**

## **Guidelines and Eligibility Criteria**



*live it up*

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## City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

This document sets out the application process for organisations and groups wanting to apply for a Community Grant with the City of Salisbury. Applicants should review these Guidelines and Eligibility Criteria document carefully before submitting the organisation or group's application form. By submitting an Application Form your organisation or group agrees and acknowledges that it is bound by these Guidelines and Eligibility Criteria.

Applications must not be lodged unless all the eligibility criteria are met. The organisation or group must notify the Community Grants Program if it becomes aware that any of the criteria will not be met subsequent to the application being lodged.

If the organisation or group becomes aware that the application form is incorrect or requires updating the application form must be resubmitted with the correct and updated information.

The organisation or group acknowledges that it places no reliance on, and the Community Grants Program have not made any promise or statement, in association with the organisation or group's chances of receiving a Community Grant.

If you require any assistance in completing your application, please phone 8406 8352 and a City of Salisbury staff member will be happy to help you.

### 1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
  - Community Grants are bound to an upper limit of **\$5,000.00**;
  - For new groups an establishment grant may be available which is limited to a maximum of \$2,500 for an unincorporated (not-for-profit) group and \$5,000 for an incorporated group.
  - Up to \$2,000 funding towards the purchase of a Defibrillator.
- 1.3. The Community Wellbeing and Sport Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

## 2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current** *Community Grant Application Form* must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:  
[www.salisbury.sa.gov.au/Council/Grants\\_and\\_Awards/Grants/Community\\_Grants](http://www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants).
- 2.2. The application form can be completed by:
  - Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
  - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:  
[city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).
- 2.5. Where email is not possible applications can be:

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 34 Church Street SALISBURY SA 5108
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.



### 3. Community Grants Program Aim and Objectives

#### *Aim*

- 3.1. The Community Grants Program aims to uphold and improve community participation and development by providing financial assistance for activities, services and projects that support activities and services that sustain and/or enhance health and wellbeing, community participation and sport and recreation.

#### *Objectives*

- 3.2. The objectives of the Community Grants Program are to:
- Increase opportunities for social activity and community participation: *increases in engagement, trust, respectfulness or collaboration; capacity to get involved in community groups or networks;*
  - Improve health behaviours and support healthy choices: *increases in improved mental health, physical activity, resilience and optimism and nutrition;*
  - Provide funds for one off projects or events that have a benefit for residents of the City of Salisbury: *better connected community, safer community, resourcefulness and interaction.*

### 4. Funding Rounds Opening and Closing Dates

- 4.1. The Community Grants Program funding rounds are open on an ongoing, rolling basis and are assessed monthly. Applications can be submitted at any time and will be processed in the next funding round.
- 4.2. Application forms must be properly completed and successfully received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Due to the timing and assessment process applications will take a minimum of five (5) weeks. It is the responsibility of the Applicant to ensure the application form is properly completed and successfully submitted before the deadline.

### 5. Community Grants Program Categories

*Community Grants Program funding is available under the following categories:*

- Community Grant
- Community Grant – Establishment of a new group
- Community Grant - Event (*applicants must organise public liability insurance*)
- Community Grant - Project
- Community Grant Event - Christmas Carols
- Community Grant - Defibrillator

## 6. Types of Community Grants and Amount of Funding

*Different levels of funding are available to eligible organisations under the following categories:*

- Community Grant – Event: up to \$5,000 per year
- Community Grant Event – Christmas Carols: up to \$5,000 per year
- Community Grant – Project: up to \$5,000 per year
- Community Grant – Defibrillator: one-off funding up to \$2,000 (*conditions apply*)
- Community Grant: up to \$5,000 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

## 7. Eligible Areas

- Health
- Establishment of a new group
- Education and Training
- Sport / Recreation
- Environment
- Culture / Arts
- Disability
- Youth
- Crime Prevention
- Aged
- Event

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## 8. Eligibility to Apply

### *Eligible Organisations*

- 8.1. The Community Grants Program will only provide funds to eligible organisations and groups that have not-for-profit objectives:
- Non-Government, Incorporated community organisation or group;
  - Non-incorporated organisations endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission. DGR status must be maintained until such time as the community grant is acquitted and evidence must be provided with the community grant application.
  - The group/organisation must be established as a legally constituted incorporated organisation or can demonstrate they are auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury\*.
  - The group/organisation has a satisfactory management structure (e.g. President, Secretary, Treasurer). Evidence must be provided by way of meeting minutes that the group/ organisation's committee has endorsed submission of the Community Grant Application.
  - Where applicable, the group/organisation has not received a Community Grant from the City of Salisbury within twelve months of submitting this application.
  - The organisation or group must hold a current bank account in South Australia in its name (i.e. the name of the organisation or group applying for the Community Grant must have their bank account in the same name).

*\* Legal entity details are checked with the Australian Business Register (ABR) website. If the organisation or group's legal entity is not clearly listed on the ABR website the Community Grants Program will request a copy of the legal entity's Certificate of Incorporation or Registration.*

### *Non-Eligible Organisations*

- 8.2. Funding will not be considered for the following:
- An organisation trading as a Sole Trader or Individual including applications placed by organisations on behalf of individuals;
  - An organisation that is a non-incorporated body and is not auspiced by a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission;
  - Organisations that are seeking commercial gain from the project (either directly or indirectly);
  - Organisations that have any outstanding acquittals and associated documents for any previous Community Grants Program funding;
  - Money already spent or funding of existing debts or shortfalls;
  - Salaries (initial or on-going);

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- Recurrent administration or ongoing costs;
  - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
  - Upgrading facilities which belong to Local, State or Commonwealth Governments;
  - Educational programs in schools and other formal educational institutions;
  - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
  - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
  - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
  - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:

- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia are encouraged to apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;

It is recommended that organisations register the availability of their AEDs to increase public awareness and availability of AEDs in emergency situations. SA Ambulance and St John Ambulance Australia manage separate voluntary registration platforms that organisations can utilize to register their AEDs availability for public use.

The SA Ambulance register is only used by 000 emergency operators during suspected SCA episode to direct callers to the nearest public use AED location. The registration website can be accessed via <http://www.saambulance.com.au/NewsPublications/AEDRegister.aspx> The St John AED registration website can be accessed via <https://data.aed.stjohn.org.au/registration.aspx> and will be made available to the public via a website map or phone app.

*Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.*

## 9. Eligible Items

Funding will be considered for the following:

### 9.1. *Equipment*

- 9.1.1. Funding may be considered for equipment purchases that are integral to a project or event providing the application demonstrates how the equipment will support delivery of the program or event. All items must be justified and be relevant to the project/event.

### 9.2. *Administration and Organisational Costs*

- 9.2.1. An organisation or group's start-up administration costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
- consumables;

All items must be justified and be relevant to starting up the organisation or group.

### 9.3. *Replacement Items*

- 9.3.1. Consideration will be given to replacing items previously funded through the Community Grants Program after a reasonable period of time has elapsed and where sufficient justification for replacement is provided.

### 9.4. *Public Events and Tournaments*

- 9.4.1. Funding may be considered for eligible items related to the costs associated with exhibitions, fairs, festivals, entertainment, sport and leisure events. Eligible items include costumes and accessories, sport uniforms and equipment, hall hire, bus hire, marquee & furniture hire, trophies, medals, musical instruments, public address equipment.
- 9.4.2. Applicants must organise public liability insurance and provide evidence of insurance with the grant application.

### 9.5. *New Establishment Grant*

- 9.5.1. Applications to establish a new organisation or group must address the sustainability of the service or program and must include evidence that the program and the organisation will have sufficient resources or foundation to maintain the program once the Community Grants Program funds have been expended.

### 9.6. *Defibrillator*

- 9.6.1. Funding may be considered to assist with the purchase of a defibrillator. All other eligibility criteria applies, with the exception that eligible organisations may apply for Defibrillator Funding if they have received Community Grants Program funding for a project or event within twelve (12) months, providing the funding has been acquitted in full.



## 10. Ineligible Items

Funding will not be considered for the following:

### 10.1. *Projects or items not deemed consistent with the Community Grants Program Aim and Objectives*

10.1.1. Funding for projects that support activities that are not consistent with the City of Salisbury's Aim and Objectives will not be considered.

### 10.2. *Existing Projects*

10.2.1. Projects or events that have already commenced with the exception of those considered to be a significant new direction or enhancement of an existing project.

### 10.3. *Expenses*

- Accommodation costs;
- Personal transportation costs such as fuel expenses and maintenance;
- Vehicle acquisition.

### 10.4. *Administration and Organisational Costs*

10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools etc.);
- vehicles (used for business or administration purposes);
- fundraising activities (for commercial, competition and/or event door prizes);
- consumables (e.g. paper, toner, stationery, equipment etc.);
- maintenance and repairs;
- service charges (including additional warranties, service agreements and maintenance).

**However, some administrative costs may be considered if directly and exclusively associated with the establishment of the project.**

### 10.5. *Wages and Salaries*

10.5.1. Wages, salary payments or consideration of any type (e.g. payment to presenters/trainers/instructors including gifts for services/guest speakers etc.).

### 10.6. *Memberships and Fees*

10.6.1. Memberships and fees (e.g. physical fitness centre memberships, club memberships, entrance fees).

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**10.7. Existing Debts and Shortfalls**

- 10.7.1. Reimbursement of expenses incurred by the organisation prior to grant funds being approved.

**10.8. Other Exclusions**

- 10.8.1. Equipment and services that are not supported by a program of activities and services.
- 10.8.2. Public Liability Insurance.

**10.9. Prior Funding Received for Defibrillators**

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator.

**11. Application Process**

- 11.1. An acknowledgement letter will be posted within ten (10) working days of receiving the application. Community Grants Program Staff may contact you via post or email to seek further information. Community Grants Program Staff will contact both signatories to verify the application (application will not proceed until verification has occurred).
- 11.2. Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.
- 11.3. Any changes in circumstances with regard to the Application must be made in writing; such as: resignation of the person responsible for the Grant, contact person details, change of address, change of ABN or any other variation to that listed on the Application. Receipt of the variation will be acknowledged in writing and the organisation or group may be asked for further information or to resubmit their Application.

*Assessment of Applications*

- 11.4. All applications are submitted to and assessed by the Community Wellbeing and Sport Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Community Wellbeing and Sport Committee is also accessible via the City of Salisbury website.

- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Community Wellbeing and Sport Committee for information. A copy of the application and any other relevant document(s) is presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
- 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
- 11.8. Final decisions on all applications are at the discretion of Community Wellbeing and Sport Committee.
- 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

## 12. Funding Criteria

The following criteria are examined when assessing applications:

### 12.1. *Aim and Objectives*

- 12.1.1. The project must meet the Aim and Objectives of the Community Grants Program.

### 12.2. *Target Group*

- 12.2.1. The primary target group for projects and events must be the City of Salisbury community.

### 12.3. *Project Outcomes*

- 12.3.1. The project must provide one or more of the following outcomes for the City of Salisbury community:
  - promote and enhance healthy lifestyles, particularly nutrition, physical activity and mental wellbeing;
  - encourage involvement in community activities;
  - reduce social isolation;
  - encourage supportive and safe communities;
  - address gaps in local services;
  - Social Connectedness; and
  - Mental Wellness.

### 12.4. *Contribution*

- 12.4.1. Organisations and groups are expected to contribute towards the project. This can be financial or in-kind (such as the provision of volunteer labour costs).

### 12.5. *Value for Money*

- 12.5.1. Grant funds requested must be proportional to the benefits provided and the number of members/residents targeted by the project.

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### 13. Community Grant Application

- 13.1. Applicants must address the following points in their application for Community Grants Program funding:

#### *Target Group*

- 13.2. Applications must identify the target group in the City of Salisbury that is the subject of the project. Where possible it is advantageous to provide evidence that the target group:

- is the focus of the project or event;
- has been consulted about and is involved in the project or event;
- is committed to actively participating in the project or event in significant numbers; and
- has expressed support for the project or event.

- 13.3. The application must outline details of the relationship of the applicant to the target group.

#### *Project or Event Plan*

- 13.4. Provide a Project/Event Plan which details the activities and services that will be facilitated. The Project/Event Plan should include:

- details of the proposed program of activities and services including frequency and duration (this refers to the activities that will be supported by the project, or the items or services to be purchased with grant funds);
- timeframes and how the project will be implemented, facilitated, and monitored;
- details of the benefits/outcomes that the target group will derive from the project; and
- details of how the project will meet any of the Community Grants Program Aim and Objectives.

#### *Budget Plan*

- 13.5. Provide a Budget Plan with details of the items/services to be purchased or works to be undertaken for the project. The Budget Plan must be reasonably costed and include:

- total cost of the project or event;
- the amount of grant funds requested;
- funds committed to the project by the applicant (this contribution can be financial or in-kind);
- funds committed to the project from other sources, such as donations, funding from other stakeholders, funding from other grant sources; and
- one quotation for each item requested.

- 13.6. Note that quotations must include GST and be sufficiently formal to clearly identify the proposed supplier and the items requested.

#### *Evaluation Plan*

- 13.7. Provide an Evaluation Plan appropriate to the complexity of the project and the level of funding requested. This must include details of:
- measures that will be taken to gather information to evaluate the project;
  - criteria that will be used to measure the success of the project; and
  - how information gathered for evaluation will be used to enhance/direct the project.
- 13.8. The Evaluation Plan is essential to the application and will form the basis of the Project Evaluation that must be provided as part of the grant acquittal at the conclusion of the project.

#### *Other Requirements*

- 13.9. In addressing the above points, applications must provide a level of detail that is in proportion to the amount of funds requested and the complexity of the project. Organisations applying for funding must demonstrate, where applicable:
- a capacity to provide infrastructure, administrative and operating costs;
  - an ability to support the project beyond the grant period; and
  - the availability of volunteer support for the ongoing viability of the project.

### **14. Referees**

- 14.1. Referees listed on the application may be contacted regarding their support and should be informed of their inclusion prior to the application being submitted. Members of the Management Committee cannot be a referee. Written evidence is not required of the referees support.

### **15. Financial Information**

- 15.1. The organisation or group must hold a current bank account in South Australia in its name. The account name (the organisation or group, not the type of account – i.e. savings, cheque), financial institution name (the name of the bank or credit union) and the location (city/suburb of where the account is held) is the only information required. BSB and account numbers are not required to be submitted on the application.

### **16. Application Outcome**

- 16.1. All applicants will receive written notification via post regarding the outcome of their application.

#### *Unsuccessful Applicants*

- 16.2. If applicants are unsuccessful they are encouraged to phone or request an appointment with the Community Grants Program staff to receive feedback about the decision and where applicable aspects of the application that may be improved should the applicant wish to resubmit.

## **17. Expenditure of Community Grants Program Funds**

### *Successful Applicants - Contractual Obligations*

- 17.1. Successful applicants will receive a notification letter and Acceptance of Community Grant – Form 1 which is a legally binding agreement detailing the terms and conditions of funding. The Acceptance letter contains obligations which include agreed project or event outcomes and timeframes, acquittal, reporting and evaluation requirements. Agreements will be in place for a six (6) month period.
- 17.2. Organisations or groups that are awarded a community grant must only use their community grant to implement their project or event as outlined in their application form and spent in accordance with the conditions of the agreement.
- 17.3. Any proposed change to the project or expenditure of grant funds must be requested in writing to the Community Grants Program.
- 17.4. Organisations or groups must spend their Community Grant within six (6) months of receipt of Community Grant funding or they may be asked to return all or part of the funding. Unspent Community Grant funds must be returned to the City of Salisbury at the end of the project/event period. An unspent amount less than \$10.00 is not required to be returned.
- 17.5. Checks are undertaken to ensure that all information provided can be substantiated and that the Community Grant funding was spent on eligible items. All tax invoices and/or receipts submitted with the acquittal documentation must contain the business name, date of transaction, contact details and ABN number listed (where applicable) of the supplier. All items must be clearly identifiable and listed separately.
- 17.6. Where valid tax invoices or receipts cannot be produced the organisation or group will be requested to complete a statutory declaration, declaring that the Community Grant funding was used to purchase eligible items. Failure to provide valid tax invoices or receipts may result in the organisation or group's ineligibility for any future Community Grants regardless of completion of a statutory declaration. Failure to complete a statutory declaration will result in the organisation or group being requested to return the applicable Community Grant funding.

## 18. Goods and Services Tax (GST)

- 18.1. If the organisation or group is registered for GST and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and the organisation or group will be liable to remit the GST component to the Australian Taxation Office.
- 18.2. The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST.**

### *ABN Declaration*

- 18.3. If the organisation or group does not have an ABN, an ABN Declaration must be completed as part of the application process.
- 18.4. Furthermore, if the organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment. This document is contained within the Community Grants Program Application Form "Declaration Where No Australian Business Number is Required".
- 18.5. For more details, contact the Australian Tax Office on **132 866**.

## 19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Community Wellbeing and Sport Committee and the relevant General Manager.

## 20. Accountability and Reporting Requirements

- 20.1. The reporting and acquittal requirements are specified in the Acceptance of Community Grant Letter. This legally binding agreement must be signed and returned within seven (7) days of receipt of the Acceptance Letter.
- 20.2. All organisations and groups approved for Community Grants Program funding will be required to:
- Measure the impact of the project or event and report the results in a Project/Event Evaluation;
  - Acknowledge the City of Salisbury as the funding body where applicable;
  - Provide valid tax invoices/receipts (*the organisation or group should maintain financial records in accordance with the generally accepted accounting principles and comply with the relevant laws in force in South Australia*);
- 20.3. These documents are due within six (6) months of receiving the grant funding and is detailed in the Acceptance of Community Grant Offer letter.
- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

### *Recognition of Community Grants Program Funding*

- 20.5. Organisations must acknowledge the City of Salisbury's financial contribution to the project or activity where appropriate, e.g. through recognition of the grant in publicity and/or marketing material (use of the City of Salisbury Corporate Logo is prohibited without consent from the City of Salisbury Marketing Department).

## 21. Repayment of Community Grant

- 21.1. The City of Salisbury may take action to recover the Community Grant paid to the organisation or group if:
- The organisation or group does not use the Community Grant as set out in the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria and/or the Acceptance of Community Grant Agreement;
  - If applicable, the organisation or group does not have Deductible Gift Recipient (DGR) status at the time of acquittal;
  - The organisation or group does not provide documentation as required under these guidelines by the times specified.

## **ATTACHMENT A – Community Grants Program Documents**

- 1. Documents relating to the Community Grants Program**
  - 1.1. Application form for the City of Salisbury Community Grants Program;
  - 1.2. A Guide to completing the City of Salisbury Community Grant Application;
  - 1.3. The Acceptance of Community Grant Offer – Form 1 letter
- 2. Documents relating to the Acquittal of successful Community Grant funding**
  - 2.1. Acquittal – Form 2
  - 2.2. Tax Invoice/Receipt
  - 2.3. Project Evaluation Report (refer to Attachment D).



## **ATTACHMENT B – Likely Funded Project and Event Examples**

*Project/Event examples likely to be funded through the Community Grants Program*

<b>Project/Event</b>	<b>Grant funds can assist to:</b>
Community Christmas Carols	Purchase of candles, booklets, stage hire, children’s entertainment (i.e. face painting, jumping castle); fireworks, catering, advertising).
New Group	Purchases to establish the group such as computer equipment, launch catering, costs associated with inaugural Annual General Meeting, forums and workshops – i.e. seal, venue hire, stationery, promotional materials, letterhead, envelopes and stamps.
Volunteer Lawn Mowing Service	Purchase of mowing equipment and garden tools appropriate to the project.
Fitness classes	Purchase equipment appropriate to the project ( <i>a fitness trainer is not eligible as this is deemed a salary</i> ).
Dance Club Competition	Purchase uniforms, material, costumes and related accessories.
Craft Groups	Purchase equipment and supplies appropriate to the project ( <i>i.e. purchase of wool and knitting needles to knit knee rugs for the needy</i> ).
Men’s Shed	Purchase equipment and furniture for woodworking, metalworking and social activities.
Sporting Club	Purchase training equipment and uniforms; bus hire to transport team to an event.
History Group	Purchase computer and scanning equipment for scanning of books.

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## **ATTACHMENT C – Unlikely Funded Project and Event Examples**

*Examples of projects/events and items unlikely to be funded through the Community Grants Program*

<b>Project/Event</b>	<b>Items</b>
<ul style="list-style-type: none"> <li>Projects or events held outside the City of Salisbury region.</li> </ul>	<ul style="list-style-type: none"> <li>Gifts for any purpose (i.e. judges, MC's, presenters).</li> </ul>
<ul style="list-style-type: none"> <li>Capital equipment that is stored at a residential address (e.g. computers, office furniture, machinery, tools etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Capital equipment (e.g. computers, office furniture, machinery, tools etc.) unless for the establishment of a new group.</li> </ul>
<ul style="list-style-type: none"> <li>Project that requests the purchase of a vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Website Development.</li> </ul>

*Examples of items ineligible for funding through the Community Grants Program*

<ul style="list-style-type: none"> <li>Salaries, wages or compensation – i.e. payment for competition judges, trainers, presenters, umpires including gifts for service.</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle acquisition.</li> </ul>
<ul style="list-style-type: none"> <li>Payments to volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Consumables.</li> </ul>
<ul style="list-style-type: none"> <li>Payments for fuel expenses/vehicle maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and repairs.</li> </ul>



## **ATTACHMENT D - Project Evaluation Requirements**

1. An evaluation of the project must be undertaken at the completion of the grant period as detailed in the Acceptance of Community Grant letter.
2. Where applicable, the Project Evaluation must detail the following:
  - 2.1. Introduction – *outline the project, its purpose and overall achievements.*
  - 2.2. People assisted (target group) – *provide details about the people assisted by the project. This could include families, individuals, age groups, type and level of needs/issues.*
  - 2.3. Number of people assisted by the project (*and outlining the number of residents of the City of Salisbury*).
  - 2.4. Assistance provided – *describe what was provided for the target group in terms of programs, activities, other actions or strategies, such as:*
    - 2.4.1. *Assistance to meet general and basic needs;*
    - 2.4.2. *Group programs, courses, activities and training;*
    - 2.4.3. *Improving resources/facilities/equipment or other initiatives.*
  - 2.5. Outcomes achieved by target group – *describe what the target group achieved through participation in the project, such as:*
    - 2.5.1. *Improvement in knowledge, skills, self-esteem, social contacts/networks, motivation, confidence, community participation, quality of life, empowerment and personal development;*
    - 2.5.2. *Enhanced healthy lifestyles, particularly physical activity and mental well-being;*
    - 2.5.3. *Reduction in social isolation.*
  - 2.6. Other achievements – *describe other achievements of the project, such as:*
    - 2.6.1. *Existing programs expanded or enhanced;*
    - 2.6.2. *Improvement in facilities or services;*
    - 2.6.3. *New programs or services established;*
  - 2.7. Any other comments or information relevant to the project or event, such as *(newspaper articles, media releases, internal newsletters, etc.).*

## **ATTACHMENT E – Frequently Asked Questions**

### *About applying for a City of Salisbury Community Grant*

**1. Will late applications be accepted?**

- 1.1. Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Community Wellbeing and Sport Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting). Applications received after the 15<sup>th</sup> of the month will be submitted for the following round, without exception (i.e. an application received on the 16<sup>th</sup> of February will be assessed at the April meeting as it has missed the March deadline).

**2. When will organisations or groups know if their application is successful?**

- 2.1. All applicants will be advised in writing about the outcome of their application within ten (10) days of the relevant Community Wellbeing and Sport Committee meeting.

**3. How do organisations and groups apply for Community Grants?**

Applications can be submitted in the following ways:

- 3.1. A new application form is required every funding round and the current Community Grant Application Form must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website: [www.salisbury.sa.gov.au/Council/Grants\\_and\\_Awards/Grants/Community\\_Grants](http://www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants).
- 3.2. The form can be saved to a computer, completed electronically and then printed for submission or printed and completed by hand for submission.
- 3.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 3.4. Applicants are encouraged to submit their completed application via email to: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).

**4. What if our organisation or group doesn't have access to the internet or email?**

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466  
Posted to: City of Salisbury  
Community Grants Program  
PO Box 8  
SALISBURY SA 5108  
  
Delivered in  
Person to: City of Salisbury  
34 Church Street  
SALISBURY SA 5108

**5. Can I speak to someone about our organisation or group's Community Grant Application if I deliver it in person?**

5.1. While City of Salisbury staff endeavour to make themselves available at short notice this is not always possible and therefore Applicants are encouraged to phone the Community Grants Program to make an appointment should they wish to speak to staff when submitting their Application.

**6. Can our organisation or group get assistance to complete the Community Grant application?**

6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.  
6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

**7. Do documents need to be included with the application?**

7.1. Yes. All relevant documents requested must be provided with your Application. Failure to provide the documents required will result in a delay with processing your application to the Community Wellbeing and Sport Committee; or the Application may be deemed ineligible.

**8. Can organisations and groups submit more than one application per round?**

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).

**9. Who assesses the Community Grants Program Applications?**

- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the Community Wellbeing and Sport Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Community Wellbeing and Sport Committee have delegation to authorise funding and make the final decision on offering grants.

**10. How are the Community Grants Program Applications assessed?**

- 10.1. Applications are assessed on merit based on the following criteria:
  - The level and type of need, evidence of the need provided and geographic area;
  - The benefit to the target group, specifically residents of the City of Salisbury;
  - Proposals that represent value for money;
  - Relevance to Community Grants Program Aims and Objectives and/or the City of Salisbury Strategic Plan;
  - New organisations or groups that can demonstrate sustainability and do not require ongoing funding to succeed;
  - Proposals that have secured in-kind support to reduce the project or event cost;
  - Proposals that demonstrate a level of community engagement;
  - The extent to which the applicant has the infrastructure, support or resources to successfully carry out the project or event;
  - The extent to which the application estimates, and proposes to measure, the impact of the project or event.

**11. Can organisations and groups apply for another round if they are unsuccessful in a previous round?**

11.1. Yes. Organisations and groups that are unsuccessful in a round can apply for another round providing the eligibility criteria has been met. An organisation or group that has been declined funding for a project or event can submit an application for a separate project or event (i.e. another application cannot be made for the same project or event that was declined). The application can be made at any time (the organisation or group doesn't need to wait twelve (12) months).

**12. Our organisation/group's name on the application is different from our ABN and/or that registered with ASIC, are we eligible to apply?**

12.1. No. The organisation or group applying for the Community Grant must have the same name registered with ASIC and the ASIC registration must be in the same name as the ABN registration. The only exception is where an organisation or group is auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury.

**13. If successful, when will our organisation receive the Community Grant cheque?**

13.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and the second Wednesday of the month in December, commencing at 6.30 pm. The table below outlines the cheque presentation schedule:

Application Received:	Application submitted to the Community Wellbeing and Sport Committee held in:	Successful Applicants - Community Grants Program Cheque Presentation Ceremony to be held in:
16 November to 15 December	January	March
16 December to 15 January	February	March
16 January to 15 February	March	June
16 February to 15 March	April	June
16 March to 15 April	May	June
16 April to 15 May	June	September
16 May to 15 June	July	September
16 June to 15 July	August	September
16 July to 15 August	September	December
16 August to 15 September	October	December
16 September to 15 October	November	December
16 October to 15 November	December	March

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## **6 Innovation and Business Development Committee Meeting**

*Chairman – Cr K Grenfell*

Consideration of the minutes of the Innovation and Business Development Committee Meeting - 20 June 2023 and adoption of recommendations in relation to item numbers:

### *Administration*

#### **6.0.1 Future Reports for the Innovation and Business Development Committee**

It is recommended to Council that:

That Council:

1. Notes the report.

### *Confidential*

*Refer to CONFIDENTIAL ITEMS section of Council Agenda*

#### **6.4.1 Community Centres Governance Review**

## **8 Council Assessment Panel Meeting**

Council to note the minutes of the Council Assessment Panel Meeting held on 23 May 2023.

## **9 CEO Review Committee**

*No CEO Review Committee meeting was held in June 2023.*

<b>ITEM</b>	GB1
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	2023/24 Budget Status Report
<b>AUTHOR</b>	Kate George, Manager Financial Services, Business Excellence
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This report provides Council with an update on the Budget following the Finance and Corporate Services meeting on 15 June 2023 and provides for the endorsement of the Budget Bids.

## **RECOMMENDATION**

### That Council:

1. Notes the Consolidated Funding Summary 2023/24 as contained in Attachment 1 to this report (Item No. GB1, Council, 26/06/2023).
2. Notes the Proposed Adjustments to the Consolidated Funding Summary 2023/24 as contained in Attachment 2 to this report (Item No. GB1, Council, 26/06/2023)
3. Approves the Schedule of Budget Bids 2023/24 (4-year program) as contained in Attachment 3 to this report (Item No. GB1, Council, 26/06/2023).

## **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Consolidated Funding Summary 2023/24
2. Proposed Adjustments to the Consolidated Funding Summary 2023/24
3. Schedule of Budget Bids 2023/24

### **1. BACKGROUND**

- 1.1 At the Finance and Corporate Services Meeting held 13 June 2023, following the public consultation of the Long Term Financial Plan and Annual Business Plan, it was recommended to proceed with an average rate increase of 6.9% for Council's consideration.

### **2. CONSULTATION / COMMUNICATION**

#### 2.1 Internal

- 2.1.1 The budget and annual plan has progressed through extensive internal processes with management, Executive and Council.

## 2.2 External

2.2.1 The Long Term Financial Plan and Annual Business Plan was available for public consultation in May 2023, and results of that consultation were reported to Council at the 13 June 2023 Finance and Corporate Services Committee.

## 3. REPORT

### 3.1 Rates Update

3.1.1 The table below summarises rating parameters and outcomes, reflecting the resolution at the Finance and Corporate Services Meeting 13/06/2023 with an average rate increase of 6.9%, with the formal declaration of rates being contained in **General Business Item 6.2**.

	2022/23	2023/24
General Rate in \$	0.3583	0.3258
Commerce/Industry Rate in \$	0.6034	0.5593
Differential percentage – comm/industrial	68.4%	71.7%
Vacant Land Rate	0.4658	0.4235
Differential percentage - vacant land	30%	30%
Minimum Rate	\$1,081	\$1,156
% of properties on minimum/HV Rem	24.8%	24.3%
Average Residential Value	\$414,178	\$488,387
Average Residential Rate	\$1,484	\$1,591
Average Residential Increase (for properties not on the minimum rate)	3.5%	6.9%
Minimum Rate Increase	3.5%	6.9%
Rate Revenue Growth and Other Development Activity	0.89%	2.00%
Actual CPI (Adelaide) for the year ended 31 March	4.7%	7.9%
Total Rate Revenue	\$111,230,899	\$121,133,910

### 3.2 Consolidated Budget Summary

3.2.1 There has been no further change to the Consolidated Funding Summary from the version considered at the Finance and Corporate Services Meeting 13 June 2023. The Operating Surplus for the 2023/24 financial year is budgeted at \$3,186k.

3.2.2 The Schedule of Budget Bids, Attachment 3, reflects bids as consulted with the community and subsequent changes as detailed in the Budget Status Report presented to the Finance and Corporate Services Committee 13 June 2023.

3.2.3 The Adoption of the Long Term Financial Plan and Annual Business Plan, Budget and Declaration of Rates item on tonight's agenda has been formed on the basis of the Consolidated Funding Summary, Attachments 1 and 2 to this item and recommended for noting, and the Schedule of Budget Bids recommended for approval.



**4. CONCLUSION / PROPOSAL**

- 4.1 It is recommended that Council endorse the Budget Bids as previously reviewed by Council through the budget process as a key element for the completion of the budget.

Consolidated Budget Summary 2024 as at 26/06/2023			
	2023	2024	
	Budget	Budget	
	\$	\$	%
<b>OPERATING BUDGET SUMMARY</b>			
<b>Base Operating Budget (excluding rates)</b>			
Expenditure as at 13/06/2023		140,994,598	4.7%
Operating Budget Bids		2,801,700	
Operating Budget Bids - Internal Income		(50,000)	
<b>Expenditure</b>	<b>134,696,868</b>	<b>143,746,298</b>	<b>6.7%</b>
Income as at 13/06/2023		25,633,269	3.8%
Operating Budget Bids		215,000	
Operating Budget Bids - Internal Income		(50,000)	
<b>Income</b>	<b>24,695,341</b>	<b>25,798,269</b>	<b>4.5%</b>
<b>Operating Net Bid (excluding Rate Revenue)</b>	<b>110,001,527</b>	<b>117,948,029</b>	<b>7.2%</b>
<b>Rate Revenue</b>	<b>111,230,899</b>	<b>121,133,910</b>	
<b>Operating Surplus/(Deficit) including Business Units</b>	<b>1,229,372</b>	<b>3,185,881</b>	
<b>Operating Surplus Ratio</b>	<b>0.90%</b>	<b>2.17%</b>	
<b>CAPITAL FUNDING SUMMARY</b>			
<b>Other - Non Operating Items</b>			
Add Back Depreciation - non cash item	31,856,255	33,643,285	
Transfer from Reserves	(400,000)	(200,000)	
Add back NAWMA Equity Adjustment - non cash item	-	739,000	
Net gain (loss) on disposal of assets (Non-Bid Related)	1,670,000	1,271,000	
Loan Principal Repayments	(1,320,922)	(1,409,568)	
<b>Total Other</b>	<b>31,805,333</b>	<b>34,043,717</b>	
<b>Funding Available for Capital</b>	<b>33,034,705</b>	<b>37,229,598</b>	
<b>Indicative Borrowing Requirements</b>			
General Purpose Borrowings / (Investments)	34,715,597	1,146,902	
Business Unit Borrowings	3,663,600	1,898,000	
<b>Total Indicative Borrowings</b>	<b>38,379,197</b>	<b>3,044,902</b>	
Application of Cash Reserves			
<b>Net Borrowings/(Investment)</b>	<b>38,379,197</b>	<b>3,044,902</b>	
<b>Net Financial Liabilities Ratio</b>	<b>60.52%</b>	<b>65.02%</b>	
<b>Total Available for Capital</b>	<b>71,413,902</b>	<b>40,274,500</b>	
<b>Infrastructure Budget Bids (Net)</b>			
Business Units Infrastructure Investment	3,663,600	1,898,000	
Plant Furniture & Equipment	3,057,000	2,143,000	
Information Technology	370,800	784,200	
Infrastructure, including project resourcing overhead	64,322,502	35,449,300	
<b>Total</b>	<b>71,413,902</b>	<b>40,274,500</b>	
<b>Funding Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	

7. Consolidated Summary 2024 - Version 8 Council 26.06.2023

Proposed Budget Adjustments to Consolidated Summary as at 26/06/2023	
<b>Changes from Base Operating Budget as at 13/06/2023</b>	
<u>Expenditure</u>	\$
Expenditure as at 13/06/2023	140,994,598
Expenditure as at 26/06/2023	<u>140,994,598</u>
<u>Income</u>	
Income as at 13/06/2023	25,633,269
Income as at 26/06/2023	<u>25,633,269</u>
<b>Changes from Operating Budget Bids as at 13/06/2023</b>	
<u>Operating Budget Bids</u>	\$
Operating Budget Bids (Expenditure) as at 13/06/2023	<u>2,801,700</u>
Operating Budget Bids (Expenditure) as at 26/06/2023	<u>2,801,700</u>
Operating Budget Bids (Income) as at 13/06/2023	<u>215,000</u>
Operating Budget Bids (Income) as at 26/06/2023	<u>215,000</u>

Proposed Budget Adjustments to Consolidated Summary as at 26/06/2023	
<b>Changes from Infrastructure Budget Bids as at 13/06/2023</b>	
<u>Net Infrastructure Budget Bids</u>	\$
Net Infrastructure Bids as at 13/06/2023	37,347,300
Net Infrastructure Bids as at 26/06/2023	37,347,300
<b>Changes from PF&amp;E Budget Bids as at 13/06/2023</b>	
<u>PF&amp;E Budget Bids</u>	\$
PF&E Budget Bids as at 13/06/2023	2,143,000
PF&E Budget Bids as at 26/06/2023	2,143,000
<b>Changes from IT Budget Bids as at 13/06/2023</b>	
<u>IT Budget Bids</u>	\$
IT Budget Bids as at 13/06/2023	784,200
IT Budget Bids as at 26/06/2023	784,200
<b>Other Nil Effect Adjustments as at 26/06/2023</b>	
<u>Nil Effect Adjustments</u>	\$
<b>Adjustments:-</b>	
• Carefinder Grant Program - transfer to Materials, Contracts & Other	10,000
• Carefinder Grant Program - transfer from Employee Costs	(10,000)

7. Consolidated Summary 2024 - Version 8 Council 26.06.2023











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<b>ITEM</b>	GB2
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Adoption of the Long Term Financial Plan and Annual Business Plan, Budget and Declaration of Rates
<b>AUTHOR</b>	Kate George, Manager Financial Services, Business Excellence
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	On 13 June 2023, the Finance and Corporate Services Committee (FACS) was provided an update on the 2023/24 Draft Budget with three scenarios of proposed average rate increase, respectively 6.6%, 7.2% and 7.9%. The committee has recommended to Council an average rate increase of 6.9%. The purpose of this report is to formally adopt the Long Term Financial Plan (LTFP) Annual Business Plan (ABP) and Budget for 2023/24, and to declare the rates in line with the FACS recommendation.

## RECOMMENDATION

### a. Adoption of Long Term Financial Plan and Annual Business Plan

The Draft 2023/24 Long Term Financial Plan and Annual Business Plan used for the purposes of public consultation be adopted as the 2023/24 Long Term Financial Plan and Annual Business Plan in accordance with sections 122(1a)(a) and section 123 of the Local Government Act 1999 (the Act) and regulation 6 of the Local Government (Financial Management) Regulations 2011, after adjusting for changes resolved by Council subsequent to the adoption of the draft annual plan on 24 April 2023 and incorporation of any other minor editorial changes or presentation improvements. Noting that in accordance with section 123(6a) of the Act the adopted annual business plan will contain significant amendments as detailed in Significant Amendments to the Adopted Annual Business Plan Attachment 1 (Item No. GB2, Council Meeting 26/06/2023).

### b. Approval of Estimates of Expenditure

The Estimates of Expenditure for the 2023/24 financial year as they are prepared by the Council of the City of Salisbury and contained in Budget Summary – Direct Cost as contained in Attachment 2 to this report (Item No. GB2, Council 26/06/2023) which provide for an expenditure of a total of \$185,846,298, and Loan Principal Repayments of \$1,409,568 are hereby approved by the Council.

### c. Adoption of the Budgeted Financial Statements

The following budgeted financial statements in accordance with section 123 of the Local Government Act 1999 and regulation 7 of the Local Government (Financial Management) Regulations 2011 be adopted:

- Budgeted Statement of Comprehensive Income as contained in Attachment 3 to this report (Item No. GB2, Council Meeting 26/06/2023)
- Budgeted Statement of Financial Position as contained in Attachment 4 to this report (Item No. GB2, Council Meeting 26/06/2023)

and staff be authorised to update these statements to reflect the decisions of Council in relation to other parts of this recommendation, and decisions made in relation to separate rate declarations and the endorsement of Budget Bids.

**d. Adoption of Valuation**

Pursuant to section 167(2)(a) of the Act, the Council for the 2023/24 financial year adopts the Valuer General's Assessment of Capital Values of all land within the area of the Council being rateable of **\$32,838,575,899** (*to be updated at Council Meeting*) and nonrateable of **\$1,754,310,001** (*to be updated at Council Meeting*), totalling \$28,946,693,260 (*to be updated at Council Meeting*) and specifies the 26th day of June 2023 as the day upon which such adoption of such valuations shall become the valuations of the Council.

**e. Minimum Rate**

Pursuant to section 158 of the Act Council determines the sum of **\$1,156** shall be the minimum amount payable by way of general rates for the 2023/24 financial year.

**f. Declaration of Rate**

The Council, for the financial year ending on 30 June 2024, having

- Adopted the Annual Plan
- Adopted estimates of expenditure of \$185,846,298, for the 2023/24 financial year, AND
- Adopted Budgeted Financial Statements as contained in Attachments 3 and 4 to this report (Item No. GB2, Council Meeting 26/06/2023)
- Adopted its Valuation Assessments totalling **\$34,592,885,900** (*to be updated at the Council Meeting*) for such year, AND
- Fixed a Minimum Amount Payable by way of General Rates of **\$1,156**.

The Council pursuant to sections 152(1)(a), 153(1)(b) and 156(1)(a) of the Act declares differential general rates on land within its area for the financial year ending 30 June, 2024 which rates vary by reference to the use of the land as follows:

- In respect of rateable land with a "Commercial – Shop", "Commercial – Office", "Commercial – Other", "Industrial - Light", "Industrial – Other", or "Marina Berth" land use a differential general rate of **0.5593** cents in the dollar for the assessed capital value of such land.
- In respect of rateable land which has a "Vacant Land" land use a differential general rate of **0.4235** cents in the dollar for the assessed capital value of such land.
- In respect of all other rateable land used for purposes other than as stated in paragraphs (a) and (b), a differential general rate of **0.3258** cents in the dollar on the assessed capital value of such land.

**g. Rebate to Cap Rate Increase – General**

Pursuant to section 153(3) of the Act Council has determined that it will fix a maximum increase in the general rate to be charged on rateable land that constitutes the principal place of residence of a principal ratepayer where the principal ratepayer is a natural person, to cap any increase in general rates levied to 12.5% of the amount of general rates paid in the 2022/23 financial year, where that increase is as a result of significant valuation movements but not as a result of:

- improvements made to the property, or
- a change to the land use or zoning of the property, or
- a change in ownership of the rateable property, or
- a correction to the previously undervalued property by the Valuer General.

**h. Higher Value Rate Remission**

Pursuant to section 158(1)(b) of the Act Council has determined that it will alter the amount that would otherwise be payable by way of rates by providing a special adjustment for general rates for land within a range of specified values, for residential properties only. For 2023/24 the special adjustment applies to the general rates payable within the following value ranges:

Tier	Value Range	Rate Adjustment
1	0- \$700,000	0%
2	\$700,001 - \$780,000	10% reduction of the general rates payable on the value above \$700,000 up to and including \$780,000
3	\$780,001 - \$900,000	15% reduction of the general rates payable on the value above \$780,000 up to and including \$900,000
4	>\$900,000	35% reduction of the general rates payable on the value above \$900,000

excluding:

- Multiple Dwellings (noting that House and Granny Flat will continue to receive the remission)
- Dwelling(s) + Commercial Undertaking
- Properties entitled to a mandatory rebate.

**i. Additional Supporting Financial Statements**

The following additional supporting financial statements be adopted:

- Budgeted Statement of Cash Flows as contained in Attachment 5 to this report (Item No. GB2, Council Meeting 26/06/2023)
- Budgeted Statement of Changes in Equity as contained in Attachment 6 to this report (Item No. GB2, Council Meeting 26/06/2023)
- Budgeted Uniform Presentation of Finances as contained in Attachment 7 to this report (Item No. GB2, Council Meeting 26/06/2023)
- Budgeted Financial Indicators as contained in Attachment 8 to this report (Item No. GB2, Council Meeting 26/06/2023)

- Budget Summary by Full Cost Attribution as contained in Attachment 9 to this report (Item No. GB2, Council Meeting 26/06/2023)

and staff be authorised to update these statements to reflect the decisions of Council in relation to other parts of this recommendation, and decisions made in relation to separate rate declarations and the endorsement of Budget Bids.

## **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Significant Amendments to the Adopted Business Plan
2. Budget Summary by Direct Cost 2023/24
3. Budgeted Statement of Comprehensive Income 2023/24
4. Budgeted Statement of Financial Position 2023/24
5. Budgeted Statement of Cash Flows 2023/24
6. Budgeted Statement of Changes in Equity 2023/24
7. Budgeted Uniform Presentation of Finances 2023/24
8. Budgeted Financial Indicators 2023/24
9. Budget Summary by Full Cost 2023/24

## **BACKGROUND**

1.1 Council has considered the budget in detail, including the Base Operating budget, Budget Bids and Infrastructure Budget Bids. As part of this process Council have considered various scenarios of rate increases, and the financial sustainability of the organisation. Further there has been consideration of the feedback provided through public consultation. The purpose of this report is to finalise the setting of the budget for 2023/24.

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

2.1.1 The Long Term Financial Plan, Annual Business Plan and Budget have been extensively consulted internally, through engagement with Divisional Managers, General Managers, the Executive Group, and Council.

### **2.2 External**

2.2.1 The Long Term Financial Plan, Annual Business Plan and Budget was available for public consultation in May, with two submissions received, one of which was supported through a verbal representation made to the May Council meeting. These submissions and verbal representation were considered at the Budget and Finance Committee Meeting, 13 June 2023.

### **3. REPORT**

- 3.1 The recommendations as drafted in this report are required for the formal adoption of the budget and setting of rates, in accordance with the Local Government Act 1999, and cover adoption of:
- 3.1.1 The Long Term Financial Plan and Annual Business Plan
  - 3.1.2 Estimates of Expenditure
  - 3.1.3 Financial Statements
    - Budgeted Statement of Comprehensive Income
    - Budgeted Statement of Financial Position
  - 3.1.4 Valuation
  - 3.1.5 Minimum Rate, rates in the dollar, rate capping, and discretionary rate rebate (refer paragraph 3.2-3.4)
  - 3.1.6 Additional Supporting Financial Statements
    - Budget Summary – Direct Cost
    - Budgeted Statement of Cash Flows
    - Budgeted Statement of Changes in Equity
    - Budgeted Uniform Presentation of Finances
    - Budgeted Financial Indicators
    - Budget Summary by Full Cost Attribution, with this statement designed to fully cost our functions or services by distributing corporate costs and other overhead/indirect costs to those functions, noting that not all costs need to be distributed, only those that are consumed by the function.

### **4. CONCLUSION / PROPOSAL**

- 4.1 To finalise the budget process, it is proposed that Council resolve the recommendations set out in this report, reflecting an average rate increase of 6.9% as recommended at the Finance and Corporate Services Committee 13 June 2023.



# Significant Amendments to the Adopted Annual Business Plan

In accordance with S123(6a) of the *Local Government Act 1999 (SA)* this statement advises significant amendments to the Annual Business Plan subsequent to public consultation and the reasons for those amendments.

## Operating Statement Adjustments

1. The average rate increase proposed at time of public consultation was 7.9%. Due to the significant economic pressures facing the community from increases in cost of living and interest rates Council subsequently determined that rates across all rateable properties would increase by an average of 6.9%, with vacant land being charged a 30% differential on this lower rate in the dollar. This reduced rate revenue by \$1,112,309.
2. Valuation Growth and Rate Revenue increases from Other Development Activity has increased \$1,115,770 based on valuation data received following public consultation.
3. Information Technology costs have been increased by \$232,000 associated with moving from site hosted systems to cloud based, specifically Pinforce inspectoral solution and Confirm asset management system.
4. Street Lighting electricity costs have been reduced \$360,000 to reflect operational savings achieved from the ongoing roll-out of LED lighting across Council's Street Lighting services.
5. Employee costs have been reduced \$110,000 following a final review of employee cost budgets.

## Infrastructure Bid Adjustments

1. Major Flood Mitigation Continuity Projects bid has been increased by \$300,000 to provide flood mitigation works at Brickwork Place, Walkley Heights.

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# Budget Summary by Direct Cost 2023/24 Budget

OPERATING BUDGET by KEY DIRECTION	2023/24		
	Direct Cost \$000's	Funding \$000's	Net \$000's
<b>A welcoming and liveable City</b>			
Community Development	2,321	28	2,293
Library Services	4,793	610	4,183
Community Centres	1,848	116	1,732
Recreation Services	1,884	136	1,748
Community Sport and Club Facilities	2,539	-	2,539
Community Health and Wellbeing	4,777	3,824	952
Cemeteries	531	592	(62)
Food and Health Regulation	925	251	674
Community Compliance Services	751	308	443
Dog and Cat Management	1,431	1,184	247
Crime Prevention and Repair	305	-	305
Street Lighting	3,234	-	3,234
<b>Total A welcoming and liveable City</b>	<b>25,337</b>	<b>7,048</b>	<b>18,289</b>
<b>A sustainable City</b>			
City Infrastructure	3,728	1,097	2,631
Water Management	5,117	2,842	2,275
Waste Management	19,528	261	19,267
Parks and Landscapes	21,139	124	21,015
<b>Total A sustainable City</b>	<b>49,512</b>	<b>4,324</b>	<b>45,188</b>
<b>A growing City that creates new opportunities</b>			
Economic Development	1,135	94	1,042
Development Services	3,525	1,669	1,856
Urban Planning and Development	1,361	-	1,361
Roads	2,400	3,460	(1,060)
Footpaths	868	-	868
<b>Total A growing City that creates new opportunities</b>	<b>9,290</b>	<b>5,223</b>	<b>4,067</b>
<b>Innovation and Business Development</b>			
Innovation and Business Development	18,159	730	17,429
Council	3,262	2	3,260
Sundry	7,211	8,307	(1,096)
Infrastructure Depreciation	28,224	-	28,224
<b>Total Innovation and Business Development</b>	<b>56,856</b>	<b>9,039</b>	<b>47,817</b>
<b>Rate Revenue</b>		121,134	(121,134)
<b>Operating New Initiatives</b>	2,752	165	2,587
<b>Total Operating Surplus / (Deficit)</b>	<b>143,746</b>	<b>146,932</b>	<b>3,186</b>
<b>Infrastructure</b>			
Infrastructure Program	38,244	897	37,347
Plant Furniture and Equipment	3,071	928	2,143
Infrastructure Technology	784	-	784
<b>Total Capital Works</b>	<b>42,100</b>	<b>1,825</b>	<b>40,275</b>
<b>Funding Adjustments</b>			
Depreciation			(33,643)
NAWMA Equity Adjustment			(739)
Net Gain (Loss) on Disposal of Assets			(1,271)
Transfer From Reserves			200
<b>Total Funding Adjustments</b>			<b>(35,453)</b>
<b>Financing</b>			
New Borrowings / (Investments)			(3,045)
<b>Loan Principal Repayments - recommendation b.</b>			<b>1,410</b>
<b>Total Financing</b>			<b>(1,635)</b>
<b>Total Expenditure - recommendation b.</b>	<b>185,846</b>		

## City of Salisbury Budgeted Statement of Comprehensive Income

YEAR ENDING 30 JUNE	2024 Budget \$000's
<b>INCOME</b>	
Rates Revenues	121,959
Statutory Charges	3,027
User Charges	5,974
Grants, Subsidies & Contributions	14,652
Investment Income	77
Reimbursements	277
Other Income	967
<b>Total Income</b>	<b>146,933</b>
<b>EXPENSES</b>	
Employee Costs	44,765
Materials, Contracts & Other Expenses	60,860
Depreciation, Amortisation & Impairment	33,643
Finance Costs	3,740
Net loss - Equity Accounted Council Businesses	739
<b>Total Expenses</b>	<b>143,747</b>
<b>OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS</b>	<b>3,186</b>
Asset Disposal & Fair Value Adjustments	2,199
Amounts Received Specifically for New or Upgraded Assets	897
Physical Resources Received Free of Charge	1,000
<b>NET SURPLUS/(DEFICIT)</b>	<b>7,282</b>
<b>OTHER COMPREHENSIVE INCOME</b>	
Changes in Revaluation Surplus - I,PP&E	50,254
<b>Total Other Comprehensive Income</b>	<b>50,254</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>57,536</b>

## City of Salisbury Budgeted Statement of Financial Position

YEAR ENDING 30 JUNE	2024 Budget \$000's
<b>ASSETS</b>	
<b>Current Assets</b>	
Trade & Other Receivables	6,612
Inventories	1,761
<b>Total Current Assets</b>	<b>8,373</b>
<b>Non-Current Assets</b>	
Financial Assets	47
Equity Accounted Investments in Council Businesses	5,310
Infrastructure, Property, Plant & Equipment	1,903,639
Intangible Assets	210
Other Non-Current Assets	31,097
<b>Total Non-Current Assets</b>	<b>1,940,303</b>
<b>TOTAL ASSETS</b>	<b>1,948,676</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Cash Advance Debentures	65,521
Trade & Other Payables	19,756
Borrowings	1,504
Provisions	10,264
<b>Total Current Liabilities</b>	<b>97,045</b>
<b>Non-Current Liabilities</b>	
Borrowings	2,841
Provisions	2,302
<b>Total Non-Current Liabilities</b>	<b>5,143</b>
<b>TOTAL LIABILITIES</b>	<b>102,188</b>
<b>NET ASSETS</b>	<b>1,846,488</b>
<b>EQUITY</b>	
Accumulated Surplus	388,660
Asset Revaluation Reserves	1,410,976
Other Reserves	46,852
<b>TOTAL EQUITY</b>	<b>1,846,488</b>

## City of Salisbury Budgeted Statement of Cash Flows

YEAR ENDING 30 JUNE	2024 Budget \$000's
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
<b>Receipts</b>	
Operating Receipts	146,393
Investment Receipts	78
<b>Payments</b>	
Operating Payments to Suppliers and Employees	(104,822)
Finance Payments	(3,740)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>37,909</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
<b>Receipts</b>	
Amounts Received Specifically for New/Upgraded Assets	897
Sale of Replaced Assets	928
Sale of Real Estate Developments	1,271
<b>Payments</b>	
Expenditure on Renewal/Replacement of Assets	(30,136)
Expenditure on New/Upgraded Assets	(11,964)
<b>Net Cash Provided by (or used in) Investing Activities</b>	<b>(39,004)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
<b>Receipts</b>	
Proceeds from CAD's	2,505
<b>Payments</b>	
Repayments of Borrowings	(1,410)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>1,095</b>
<b>Net Increase/(Decrease) in Cash Held</b>	
<b>Cash &amp; Cash Equivalents at Beginning of Period</b>	
<b>Cash &amp; Cash Equivalents/Movements in Borrowings at End of Period</b>	

**City of Salisbury**  
**Budgeted Statement of Changes in Equity**

<b>YEAR ENDING 30 JUNE</b>	<b>2024 Budget \$000's</b>
<b>Opening Balance</b>	<b>1,788,952</b>
Net Surplus / (Deficit) for Year	7,282
<b>Other Comprehensive Income</b>	
- Gain (Loss) on Revaluation of I,PP&E	50,254
<b>Other Comprehensive Income</b>	<b>50,254</b>
<b>Total Comprehensive Income</b>	<b>57,536</b>
<b>Balance at end of period</b>	<b>1,846,488</b>



## City of Salisbury Budgeted Uniform Presentation of Finances

	2024 Budget \$000's
<b>YEAR ENDING 30 JUNE</b>	
Income	146,933
less Expenses	(143,747)
<b>Operating Surplus / (Deficit)</b>	<b>3,186</b>
<b>Less: Net Outlays on Existing Assets</b>	
Capital Expenditure on Renewal/Replacement of Existing Assets	(30,136)
less Depreciation, Amortisation & Impairment	33,643
less Proceeds from Sale of Replaced Assets	928
	<b>4,435</b>
<b>Less: Net Outlays on New and Upgraded Assets</b>	
Capital Expenditure on New/Upgraded Assets	(11,964)
less Amounts Specifically for New/Upgraded Assets	897
less Proceeds from Sale of Surplus Assets	1,271
	<b>(9,796)</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(2,175)</b>

In any one year, the above financing transactions are associated with either applying surplus funds stemming from a net lending result or accommodating the funding requirement stemming from a net borrowing result.

## City of Salisbury Budgeted Financial Indicators

YEAR ENDING 30 JUNE	2024 Budget \$000's
<b>Operating Surplus</b> The operating surplus (deficit) before capital amounts.	3,186
<b>Operating Surplus Ratio</b> Operating surplus divided by total operating revenue. This ratio expresses the operating surplus/(deficit) as a percentage of total operating revenue.	2.17%
<b>Net Financial Liabilities</b> Net Financial Liabilities are defined as total financial liabilities less financial assets (excluding equity accounted investments in Council businesses).	95,529
<b>Net Financial Liabilities Ratio</b> Net Financial Liabilities divided by total operating revenue. Indicates the extent that council can meet its net financial liabilities out of operating revenue.	65.02%
<b>Asset Renewal Funding Ratio</b> Net Asset Renewals divided by Asset Management Plan Renewal Expenditure. Indicates whether capital assets are being renewed as planned in the Asset Management Plans.	100%

# Budget Summary by Full Cost 2023/24 Budget

OPERATING BUDGET by KEY DIRECTION	2023/24				
	Direct Cost \$000's	Attributed Cost \$000's	Full Cost \$000's	Funding \$000's	Net \$000's
<b>A welcoming and liveable City</b>					
Community Development	2,321	(301)	2,020	28	1,992
Library Services	4,793	3,658	8,451	610	7,841
Community Centres	1,848	1,127	2,975	116	2,859
Recreation Services	1,884	173	2,057	136	1,922
Community Sport and Club Facilities	2,539	2,134	4,673	-	4,673
Community Health and Wellbeing	4,777	2,325	7,101	3,824	3,277
Cemetery	531	106	637	592	45
Food and Health Regulation	925	380	1,305	251	1,054
Community Compliance Services	751	464	1,214	308	907
Dog and Cat Management	1,431	538	1,969	1,184	785
Crime Prevention and Repair	305	-	305	-	305
Street Lighting	3,234	358	3,592	-	3,592
<b>Total A welcoming and liveable City</b>	<b>25,337</b>	<b>10,962</b>	<b>36,300</b>	<b>7,048</b>	<b>29,251</b>
<b>A sustainable City</b>					
City Infrastructure	3,728	(2,250)	1,477	1,097	381
Water Management	5,117	6,907	12,024	2,842	9,182
Waste Management	19,528	-	19,528	261	19,267
Parks and Landscapes	21,139	12,696	33,835	124	33,711
<b>Total A sustainable City</b>	<b>49,512</b>	<b>17,353</b>	<b>66,864</b>	<b>4,324</b>	<b>62,541</b>
<b>A growing City that creates new opportunities</b>					
Economic Development	1,135	349	1,485	94	1,391
Development Services	3,525	1,706	5,231	1,669	3,562
Urban Planning and Development	1,361	555	1,916	-	1,916
Roads	2,400	11,192	13,592	3,460	10,132
Footpaths	868	2,457	3,325	-	3,325
<b>Total A growing City that creates new opportunities</b>	<b>9,290</b>	<b>16,259</b>	<b>25,549</b>	<b>5,223</b>	<b>20,326</b>
<b>Innovation and Business Development</b>					
Innovation and Business Development	18,159	(14,682)	3,477	730	2,747
Council	3,262	(71)	3,240	2	3,239
Sundry *	35,435	(29,870)	5,565	8,307	(2,742)
<b>Total Innovation and Business Development</b>	<b>56,856</b>	<b>(44,573)</b>	<b>12,282</b>	<b>9,039</b>	<b>3,244</b>
Rates Revenue				121,134	(121,134)
Operating Budget Bids	2,752		2,752	165	2,587
<b>TOTAL OPERATING SURPLUS / (DEFICIT)</b>	<b>143,746</b>		<b>143,746</b>	<b>146,932</b>	<b>3,186</b>

\* Sundry expenditure is primarily depreciation, with income being untied grant funding.



<b>ITEM</b>	GB3
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Declaration of Globe Derby Community Club Separate Rate
<b>AUTHOR</b>	Kate George, Manager Financial Services, Business Excellence
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	On 15 May 2023 the Finance and Corporate Services Committee considered the request for a separate rate of \$9,450 on behalf of the Globe Derby Community Club in accordance with the Land Management Agreement, with this request supported by Council (0335/2023). The purpose of this report is to formally declare this separate rate for 2023/24.

## RECOMMENDATION

1. For the purposes of raising revenue for the activity of the maintenance of the Land and management of the facilities on the Land, being Lot 65 in deposited plan no. 9832, and in exercise of the power contained in section 154 of the *Local Government Act 1999*, a separate rate of \$150 for each share of Common Land (Lot 65 in deposited plan no. 9832) being
  - 1 share for each allotment numbered Lots 1-23 & Lots 26-32 of DP9830,
  - 1 share for each allotment numbered Lots 50-51 of DP18972,
  - 1 share for each allotment numbered Lots 33-34 & Lots 38-64 of DP9831,
  - 1 share for allotment numbered lot 2 of FP14624, and
  - 1 share in total for Lots 1 on FP14624 and 37 on DP9831 combined
 of portion of section 3070 of Hundred Port Adelaide (laid out as Bolivar) is declared for the year ending 30 June 2024.

## ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Globe Derby Allotment Plan

### 1. BACKGROUND

- 1.1 In the Land Management Agreement with the Globe Derby Community Club, Council has agreed to raise funds by way of separate rates on properties with an interest in an area of common land (63 allotments). The rates raised are for use by the club to maintain the common land area.

- 1.2 On 15 May 2023 the Finance and Corporate Services Committee were advised that the Club have requested a separate rate of \$150 per share in the common land (Allotment 65 in DP 9832), which is consistent with the 2022/23 separate rate of \$150, providing a total revenue of \$9,450 for 2023/24.

## 2. CONSULTATION / COMMUNICATION

### 2.1 External

#### 2.1.1 Globe Derby Community Club

## 3. REPORT

- 3.1 A rate of \$150 per share of Common Land is required to generate the requested and required revenue of \$9,450 to enable the Globe Derby Community Club to maintain the common land area (the Land), and is detailed below:

DP9830 Lots 1-23 & Lots 26-32	\$150 per allotment
DP18972 Lots 50-51	\$150 per allotment
DP9831 Lots 33-34 & Lots 38-64	\$150 per allotment
F14624 Lot 2	\$150 per allotment
FP14624 Lot 1 & DP9831 Lot37	\$150 in total for the two lots combined

Attachment 1 contains the allotment plan detailing the land described in the table above.

## 4. CONCLUSION / PROPOSAL

- 4.1 Council declare a separate rate of \$150 per share in the common land (Allotment 65 in DP 9832) for the Globe Derby Community Club for 2023/24.



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<b>ITEM</b>	GB4
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Declaration of The Green Adelaide Board Regional Landscape Levy (RLL) Separate Rate
<b>AUTHOR</b>	Kate George, Manager Financial Services, Business Excellence
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities

**SUMMARY** On 15 May 2023 the Finance and Corporate Services Committee resolved to collect a separate rate as required by the Landscape South Australia Act 2019. The purpose of this report is to formally declare this separate rate for 2023/24.

## **RECOMMENDATION**

1. Pursuant to Section 69 of the *Landscape South Australia Act 2019* and Section 154 of the *Local Government Act 1999*, in order to reimburse to the Council the amount contributed to the Green Adelaide Board Regional Landscape Levy of \$2,289,374, Council declares for the year ending 30 June 2024 a separate rate of 0.007321 cents in the dollar on the capital valuation of all rateable properties within the Council area of the City of Salisbury.

## **ATTACHMENTS**

There are no attachments to this report.

### **1. BACKGROUND**

- 1.1 On 15 May 2023, the Finance and Corporate Services Committee received information that the Green Adelaide Board would require \$2,289,374 in levies for 2023/24. The purpose of this report is to declare this separate rate.

### **2. CONSULTATION / COMMUNICATION**

- 2.1.1 N/A

### **3. REPORT**

- 3.1 In accordance with the requirements under the Landscape South Australia Act 2019, Council is required to contribute \$2,289,374 to the Green Adelaide Board for the Regional Landscape Levy in 2023/24 and for this amount to be recovered by way of a separate rate on the capital value of rateable properties within the Council area.
- 3.2 In addition Council needs to add the estimated cost of any rebates and remissions applicable to the levy because these cannot be recovered from the Board. Furthermore, any excess or shortfall in separate rate collected needs to be

adjusted. Therefore the total amount required to be calculated from the levy is as follows:

Board requirement	\$2,289,374
Rebates/Remission estimate 2023/24	\$33,063
Add prior period under-recovery	\$79,706
	<u><u>\$2,402,143</u></u>

- 3.3 Given the capital value of all rateable properties a rate of 0.007321 cents in the dollar is required for 2023/24 noting that the 2022/23 cents in the dollar was 0.008178. The rate in the dollar has decreased in 2023/24 compared with 2022/23 as the market movement in property valuation of 17.8% is higher than the increase in the levy of 7.0%.
- 3.4 As a guide the rate will translate into the following amounts for a range of property values:

Capital Value	2022/23 Separate Rate	2023/24 Separate Rate
\$100,000	\$8.18	\$7.32
\$200,000	\$16.36	\$14.64
\$300,000	\$24.53	\$21.96
\$400,000	\$32.71	\$29.28
\$500,000	\$40.89	\$36.61
\$600,000	\$49.07	\$43.93

#### 4. CONCLUSION / PROPOSAL

- 4.1 Council declare a separate rate of 0.007321 cents in the dollar for Regional Landscape Levy for 2023/24.

<b>ITEM</b>	GB5		
	<b>COUNCIL</b>		
<b>DATE</b>	26 June 2023		
<b>PREV REFS</b>	Finance and Corporate Services Committee	2.1.4	16/05/2022
<b>HEADING</b>	Declaration of Salisbury Business Association Separate Rate		
<b>AUTHOR</b>	Kate George, Manager Financial Services, Business Excellence		
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community		

**SUMMARY** On 15 May 2023 the Finance and Corporate Services Committee resolved to support a separate rate as required by the Salisbury Business Association, to enable the association to undertake a range of activities. The purpose of this report is to formally declare this separate rate for 2023/24.

### RECOMMENDATION

1. The request by the Salisbury Business Association for Council to raise a differential separate rate in the area delineated in the map as set out in Attachment 1 (Council, 26/06/2023, Item No. GB5) attached to this report, in order to promote and enhance business viability, profitability, and trade commerce and industry for that area, be supported.
2. Pursuant to Section 154 of the *Local Government Act 1999*, a differential separate rate of 0.055789 cents in the dollar of the Capital Value of rateable land with a land use category of Commercial Shop, Commercial Office, Commercial Other, Industrial Light and Industrial Other, be declared on that land for the year ending 30 June 2024.
3. Funds raised by way of the separate rate be paid to the Association in one or more instalments, and the activities of the Association be periodically reviewed to ensure that the funds are used for the intended purposes of generally promoting, marketing and improving the image of the Salisbury City Centre.

### ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Salisbury Business Association Separate Rate Map

#### 1. BACKGROUND

- 1.1 On 15 May 2023 the Finance and Corporate Services Committee noted the separate rate requested by the Salisbury Business Association, with the request being for \$168,428 (exclusive of GST). The purpose of this report is to declare this separate rate for 2023/24.

## 2. CONSULTATION / COMMUNICATION

### 2.1 External

- 2.1.1 The Salisbury Business Association (SBA) have submitted their request to Council, which was presented to the Finance and Corporate Services Committee on 15 May 2023.

## 3. REPORT

- 3.1 The SBA have request that \$185,270.80 (inclusive of GST) be raised through separate rates to support their activities.
- 3.2 After allowing for the Goods and Services Tax (GST) of \$16,842.80, the amount required to be collected as a separate rate in 2023/24 is \$168,428. Additionally, Council needs to add the estimated cost of any rebates and remissions applicable to the separate rate, and adjust for any excess or shortfall in prior period. Therefore the total amount required to be collected from the separate rate is as follows:

SBA requirement	\$168,428
Rebates/Remission estimate 2023/24	\$490
Add prior period under-recovery	\$535
	<b>\$169,453</b>

- 3.3 A rate of 0.055789 cents in the dollar is required to generate the required amount of \$169,453, when adjusted for prior year under recovery and anticipated rebates and remissions, for the Salisbury Business Association for 2023/24.

## 4. CONCLUSION / PROPOSAL

- 4.1 Council declare a separate rate of 0.055789 cents in the dollar for Salisbury Business Association for 2023/24, with the conditions previously imposed by Council continuing to apply.



**Salisbury Business Association**  
Separate Rate Map



Item GB5 - Attachment 1 - Salisbury Business Association Separate Rate Map

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<b>ITEM</b>	GB6
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Draft Code of Practice for Access to Meetings and Associated Documents
<b>AUTHOR</b>	Joy O’Keefe-Craig, Team Leader Council Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.5 We engage meaningfully and our community is aware of Council initiatives

**SUMMARY** This report provides the opportunity for Council to consider the Draft Code of Practice for Access to Council and Committee Meetings and Documents.

#### **RECOMMENDATION**

##### That Council:

1. Adopts the Code of Practice for Access to Council and Committee Meetings and Documents as set out in Attachment 1 to this report (Item No GB6, Council meeting 26 June 2023)

#### **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Code of Practice for Access to Meetings and Associated Documents

#### **1. BACKGROUND**

- 1.1 It is a requirement under Section 92 of the *Local Government Act 1999* (the Act) that Council prepares and adopts a Code of Practice for Access to Meetings and Documents (the Code).
- 1.2 The Code was first adopted by Council in October 2017 and reviewed in November 2021 following the commencement of new provisions of the *Statutes Amendment (Local Government Review) Act 2021*.
- 1.3 Section 92 (5) of the Act requires, before Council adopts, alters or substitutes the Code of Practice for Access to meetings and documents it must undertake public consultation by following the relevant steps in its Community Engagement Policy.

- 1.4 Council resolved at its meeting held on 27 March 2023 that it:

*Approves the draft Code of Practice – Access to Council and Committee Meetings and Documents as set out in attachment 1 to this report (Item No GB1; Council meeting 27 March 2023) to go out to public consultation for 21 days in accordance with section 92(5) of the Local Government Act 1999.*

- 1.5 Public consultation was undertaken for a period of 21 days in accordance with the City of Salisbury Community Consultation Policy. No feedback was received.

## **2. CONSULTATION / COMMUNICATION**

### 2.1 Internal

- 2.1.1 Not applicable.

### 2.2 External

- 2.2.1 The Code of Practice for Access to meetings and documents was available for public consultation for 21 days; no feedback was received.

## **3. REPORT**

- 3.1 Public access to Council and Council Committee meetings and documents is one of the means by which the community can gain access to information about the business of Council and Council Committee.
- 3.2 The Code of Practice will be available to the public to assist their understanding of the procedures associated with access to both Council and Council Committee meetings and associated documents.
- 3.3 In accordance with section 132(1) of the Act, councils must ensure that a Code of Practice for Access to meetings and documents is available on council website and if requested, provide a person with a printed copy on payment of a fee (if applicable).

## **4. CONCLUSION / PROPOSAL**

- 4.1 The Code of Practice for Access to meetings and documents as contained in attachment 1 to this report is recommended to Council for adoption.



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Code of Practice for Access to Meetings and Associated Documents

Approved by: Council  
Responsible Division: Governance  
First Issued/Approved: October 2007  
Last Reviewed: February 2023  
Next Review Date: November 2023

**1. Purpose**

The City of Salisbury supports the principle that a meeting of Council or a Council Committee should contribute to open, transparent, and informed decision-making, and encourage appropriate community participation in the affairs of the Council.

This Code sets out the commitment of the City of Salisbury to provide public access to meetings of Council and associated documents, and outlines the primary means by which the community can gain access to the information about the business of Council and Council Committees.

Page 1 of 13

Record number: Doc Set ID - 6037141

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The Code includes information relating to:

- Access to the agenda for meetings
- Council's principles on public access and participation
- The process to exclude the public from meetings
- Matters for which the Council, or a Council committee, can order that the public be excluded
- Public access to documents, including minutes
- Review of confidentiality orders
- Accountability and reporting to the community, and the availability of the Code of Practice
- Grievance about the use of the Code of Practice by Council.

This Code of Practice clearly states the City of Salisbury's commitment to open and transparent decision making and provides the community with certainty in relation to access to meetings and associated documents.

## 2. Scope

This Code of Practice applies to all meetings of Council and associated documents.

## 3. Legislative Requirements and Corporate Policy Context

- Local Government Act 1999
- City of Salisbury Code of Practice for Meeting Procedures

## 4. Interpretation/Definitions

### Associated documents

Refers to agendas, reports, attachments and minutes of meetings of Council or Council Committees.

### Clear Days

The number of calendar days between the giving of the Notice of the meeting. This excludes the day on which the notice is given and the day of the meeting. When notices are given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday.

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## Committee

Refers to (section 41) Council Committees established under the *Local Government Act 1999*.

### 5. Policy Statements

The City of Salisbury will:

Act in the best interest of the community, with honesty, integrity and transparency;

Represent the interests of the Salisbury community through responsible, open and accessible government;

Ensure confidentiality provisions will only be utilised when considered absolutely necessary;

Ensure that in all cases, the information will be made publicly available at the earliest possible opportunity.

- 5.1 The city of Salisbury is committed to the principles of open and accountable governance. The practices of the City of Salisbury Council and its Committees in dealing with confidential matters reflect these principles. The aim of this Code is to provide clear guidance for Council members and staff about their obligations in relation to Confidentiality.
- 5.2 The City of Salisbury will conduct all formal meetings of Council in public and will provide public access to all documents considered at those meetings. In some instances, Council or Council Committee may form the view that it is necessary and in the broader community interest to exclude the public from the discussion of a particular matter. The public will only be excluded when it is considered necessary, the need for confidentiality outweighs the principle of open decision making.
- 5.3 The following procedures and practices will apply when considering whether to restrict public access to a Council or Council Committee meeting or a report presented to these meetings:
- Where the Chief Executive Officer believes that a matter should be considered in confidence, the nature of the matter and the reasons why it should be considered in confidence will be clearly stated on the agenda for the meeting which is made available to the public.

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- Information of a confidential nature will be placed in attachments to reports, where possible, so that the report itself can be made available to the public.
- Recommendations and resolutions will be framed, where possible, so that public access to the minutes of these meetings does not need to be restricted.
- Public access will be restricted for the minimum period of time necessary to allow the matter to be resolved.
- Council reports on assessment of tenders for the provision of goods and services to Council will become public as soon as the contract documentation is executed and finalised.

5.4 Council and Committee items declared confidential will be recorded in a Register of Confidential Items listing the following information:

- title of the item
- date of the Council or Committee meeting;
- reason for holding the matter confidential and the legislative provision which applies;
- date of release from confidentiality

and the Register will be made available for public inspection.

## 5.5 Council and Committee Meetings and Documents

### 5.5.1 Notice, Agenda and Reports for Council and Sub/Committee Meetings

One of the main opportunities for the community to obtain information about the business of Council is from the agendas for Council and Committee meetings and associated reports and attachments. The following process applies to encourage public access:

At least three clear days before an ordinary meeting of Council or Council Committee meeting (unless it is a special council meeting) the Chief Executive Officer must give written notice of the meeting to all Council and Committee members setting out the date, time and place of the meeting. The notice must contain or be accompanied by the agenda for the meeting.

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A copy of associated reports, attachments and recommendations to be considered by the Members will be available for public inspection on Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au). Members of the public may request a copy of a particular report or reports in accordance with Council's Schedule of Fees and Charges. The notice of a meeting, agenda and reports will be published on Council's website - [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

If, in the opinion of the Chief Executive Officer, a matter is likely to be required to be dealt with in confidence, that matter will be noted on the Agenda together with the reason that it may need to be discussed in confidence. The reason must fall within the provisions of Section 90(3) of the Act (as outlined in Attachment 1 to this Policy).

## 5.6 Public Access to Meetings

Council and Council Committee meetings are open to the public and attendance is encouraged, noting there are circumstances where the Council or Council Committee believes it is necessary and in the broader community interest to exclude the public from the discussion and if necessary the decision of a particular matter.

Council facilitates public attendance at meetings of Council and Committees through public notification of meetings by publication of Notice and Agenda on the Council website and notice on Council notice board.

The public will only be excluded when considered appropriate and necessary, for example, the need for confidentiality outweighs the principle of open decision making.

In considering whether an order should be made under section 90(2), it is irrelevant that discussion of the matter in public may:

- Cause embarrassment to the Council or Committee concerned, or to members or employees of the Council;
- Cause a loss of confidence in the Council or Committee;
- Involve discussion of a matter that is controversial within the council area; or
- Make the council susceptible to adverse criticism.

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### 5.7 Process to Exclude the Public

Before a Committee excludes the public from discussion of a particular matter or matters in confidence, the Council or Council Committee must, in public, formally determine if this is necessary and that it falls within the relevant provisions of Section 90(3) of the Act as a matter(s) justifying treatment in confidence. The meeting will then pass an appropriate resolution or resolutions to exclude the public.

The debate on whether or not the public should be excluded will be held in public.

The public will only be excluded after a motion to that effect is carried.

If a resolution or resolutions to exclude the public is/are made, the grounds for this will be communicated to the public present at the meeting and will be recorded in the Minutes together with the basis on which the information or matter(s) to which the order(s) relates falls within the ambit of each ground on which the order(s) was/were made and if relevant, the reasons that receipt, consideration or discussion of the information or matter(s) in a meeting open to the public would be contrary to the public interest.

If this occurs then the public must leave the room in which the meeting is being held.

Once debate on each matter is concluded, the meeting will then consider if it is necessary to make an order that some or all documents associated with the relevant matter remains confidential. In determining this, the meeting will have regard to the provisions of the Act and this Code. If an order is made the meeting will also determine for what period, or for what circumstances the document or portion of the document will remain restricted from public access.

Once discussion on the matters to be heard in confidence is concluded, the public are then permitted to re-enter the meeting.

Council or the Council Committee, can permit a particular person or persons to remain in the meeting by including reference to them within the exclusion order.

### 5.8 CEO Briefing/Workshop Sessions

Section 90A of the Act provides that the Council or Chief Executive Officer may arrange for the holding of an information or briefing session.

Council or the CEO are permitted to facilitate an 'information or briefing' session where more than one member of the Council or Council Committee is invited.

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A matter must not be dealt with at an information or briefing session in such a way so as to obtain, or effectively obtain, a decision outside of a formally constituted meeting of Council or Committee.

If the matter to be discussed at an information or briefing session will, or is intended to be, on the agenda for a formal council or committee meeting, the information or briefing session must be open to the public.

An information or briefing session may be closed to the public to allow attendees to receive, discuss or consider any information or matter listed in section 90(3) of the Act. This decision can either be made by the Council at a Council meeting held prior to the information or briefing session or by the CEO before or at the session.

The relevant considerations for each of the relevant subsection in section 90(3) of the Act will be considered when determining to close the information or briefing session to the public and making an order to that effect.

When an order is made to close an information or briefing session to the public, as soon as practicable after the making of an order a record of the order must be kept:

- a) The grounds on which the order was made; and
- b) The basis on which the information falls within the ambit of each ground of section 90(3) on which the order was made; and
- c) If relevant, the reason that receipt, consideration or discussion of the information publicly would be contrary to the public interest.

In the interests of good governance, a notice of CEO Briefing/Workshop Sessions will be published on the Council website and if a session is to be closed to the public, will include the relevant provisions under Section 90(3) of the Act.

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## 5.9 Confidentiality provisions

In accordance with the requirements of section 90(3) of the Local Government Act, the Council or a Council Committee, may order that the public be excluded in order to receive, discuss or consider any of the information or matters in confidence that are included as attachment 1 to this Code.

## 5.10 Public Access to Documents

The *Local Government Act 1999* requires Council to make available certain documents, which are set out in Schedule 5, in addition to other documents within the Act. Schedule 5 documents must be published on a website determined by the CEO. Provision of printed copies must be provided to any person upon request. Provision of printed copies of documents may require a payment of a fee in accordance with Council's Schedule of Fees and Charges.

Any inquiries in relation to the process for seeking access to documents held by the Council should be directed to the Freedom of Information Officer on 8406 8222 or email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

## 5.11 Review of Confidential Orders

Where keeping a document confidential is considered absolutely necessary, a resolution to this effect is required, which shall include the grounds for confidentiality and the duration of the order or circumstances in which the order will cease to apply or when the order must be reviewed.

It is the general practice of this Council to review all confidential orders twice a year. Depending on the nature of the material, the confidentiality order may be lifted at the time of review, thereby providing access by the public, or another review period may be set.

Council may delegate to an officer or employee the authority to revoke a confidential order, and if relevant, may add conditions as to when the delegation can be used.

Orders that exceed 12 months must be reviewed annually and the Council must assess whether the grounds for non-disclosure are still relevant and, if so, provide the relevant grounds and reasons for the documents to remain confidential. The conduct of the annual review can be delegated to the CEO and sub-delegated to an employee of the Council if appropriate.

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### 5.12 Reporting

A report on the use of sections 90(2) and 91(7) by the Council and Council Committees must be included in the annual report as required by Schedule 4 of the Local Government Act 1999 the report will include the following:

- Number of occasions each of the provisions of sections 90(2), 90(3) and section 91(7) were utilised;
- The date and subject of each order made under sections 90(2), 90(3) and 91(7);
- in relation to each ground specified in section 90(3), the number of times in the relevant financial year that an order was made under section 90(2) and 90(3) for each ground;
- The number of orders made under section 91(7) that expired, ceased to apply or were revoked during the relevant financial year and the date and subject for each order, and;
- the number of orders made under section 91(7) since 15 November 2010 that remained operative at the end of the financial year.

### 5.13 Grievances

In the first instance, any questions or complaints in relation to this Code should be raised with the Manager Governance. The question or complaint should be made in writing (wherever possible) to ensure all grievances are considered and acted upon in a proper manner. Questions or complaints should be marked to the attention of the Manager Governance, City of Salisbury, PO Box 8, Salisbury SA 5108 or via email [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).

Should this not resolve the matter, a formal application for internal review of this decision can be made. This will be dealt with in accordance with Council's Internal Review of Council Decisions Process.

If a person remains aggrieved about an action of Council, they have the option of seeking to have the Ombudsman review the matter. It is hoped that all grievances can be resolved with Council, but if not, Council Staff can provide details of how to contact the Ombudsman if required.

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## 6. Related Policies and Procedures

- Internal Review of Council Decisions - Section 270 *Local Government Act 1999*
- City of Salisbury Code of Practice for Meeting Procedures
- City of Salisbury Fees and Charges Register

## 7. Approval and Change History

Version	Approval Date	Approval By	Change
5	22 November 2021	Council	Review following commencement of the Statutes Amendment (Review) Act 2021
6	February 2023	Council	Updated reflect changes in the Statutes Amendment (Local Government Review) Act 2021

## 8. Availability

The Code is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

The Code will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set out in the City of Salisbury Fees and Charges Register.

City of Salisbury Community Hub

34 Church Street, Salisbury SA 5108

Telephone: 84068222

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

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## 9. Review

This Code will be reviewed within 12 months of a Council election and thereafter as necessary.

In accordance with the Act, before Council adopts, alters or substitutes a code of practice under section 92 of the Act, it will undertake public consultation on the proposed code, alterations or substitute case (as the case may be).

## 10. Further Information

For further information on this Code please contact:

Responsible Officer: Manager Governance

Address: 34 Church Street, Salisbury SA 5108

Telephone: 8406 8222

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

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**ATTACHMENT 1**

**MATTERS FOR WHICH COUNCIL, OR A COMMITTEE, CAN ORDER THAT THE PUBLIC BE EXCLUDED**

In accordance with the requirements of section 90(3) of the Local Government Act, the Council, or a Council Committee may order that the public be excluded in order to receive, discuss or consider any of the following circumstances:

- a. information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b. information the disclosure of which-
  - (i) could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the Council; and
  - (ii) would, on balance, be contrary to the public interest;
- c. information the disclosure of which would reveal a trade secret;
- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which-
  - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - (ii) would, on balance, be contrary to the public interest.
- e. matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;
- f. information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;

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g. matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;

h. legal advice;

i. information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;

j. information the disclosure of which-

(i) would divulge information provided on a confidential basis by or to a Minister of the crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and

(ii) would, on balance, be contrary to the public interest;

k. tenders for supply of goods, the provision of services or the carrying out of works;

m. information relating to a proposed amendment to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the Planning, Development and Infrastructure Act 2016 before the draft instrument or amendment is released for public consultation under the Act

n. information relevant to the review of a determination of a council under the Freedom of Information Act 1991;

o. information relating to a proposed award recipient before the presentation of the award

The Act provides for a definition of "personal affairs" being a person's financial affairs, criminal records, marital or other personal relationships, personal qualities, attributes or health status, or that person's employment records, employment performance or suitability for a particular position, or other personnel matters relating to the person.

*(Local Government Act 1999 – Section 90)*

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<b>ITEM</b>	GB7
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Vacancy - Central and North Ward
<b>AUTHOR</b>	Joy O’Keefe-Craig, Team Leader Council Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities

**SUMMARY** This report provides Council with an update in relation to the vacancy of office of the Central Ward, formerly occupied by Severina Burner, and the North Ward, formerly occupied by Grace Bawden, which became vacant by operation of section 54(1)(d) of the *Local Government Act 1999*.

## **RECOMMENDATION**

### That Council:

1. Notes the report.

## **ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Letter from Mick Sherry Electoral Commissioner

## **1. BACKGROUND**

- 1.1 On Wednesday 14 June 2023, the Chief Executive Officer (CEO) notified the Electoral Commissioner of South Australia that City of Salisbury now holds two casual vacancies, one in the Central Ward and one in the North Ward, following Council’s resolution to remove Cr Severina Burner and Cr Grace Bawden from office pursuant to section 54(1)(d) of the Act, and on the basis of their absence from three consecutive ordinary Council meetings without leave of absence.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 External
  - 2.1.1 Electoral Commission of South Australia
  - 2.1.2 Local Government Association of South Australia (LGA)
  - 2.1.3 Minister for Local Government

### 3. REPORT

- 3.1 The Chief Executive Officer (CEO) has an obligation which must be complied with under Section 54(6) of the Act in these circumstances:

3.1.1 To give notice of the occurrence of the vacancy in the Gazette.

The Gazette notice was published in the Gazette edition on Thursday 22 June 2023.

City of Salisbury  
*Removal of Councillor from Office*

*Notice is given in accordance with section 54(6) of the Local Government Act 1999 (the Act) that, pursuant to section 54(1)(d) of the Act, a vacancy has occurred in the office of Central Ward and North Ward effective from 13 June 2023, due to Councillor Severina Burner and Councillor Grace Bawden being removed from office by Council, on the grounds that they have been absent, without leave of the Council, from three consecutive ordinary meetings of the Council. John Harry, Chief Executive Officer*

- 3.2 As a result of the vacancies, and the Gazette notice, the Electoral Commission South Australia is anticipated to take steps to fill the vacancies and apply section 6A of the *Local Government (Elections) Act 1999*.
- 3.3 The vacancies will be filled as prescribed by regulation 3A of the *Local Government (Elections) Regulations 2010*. The returning officer will contact each candidate who was not elected in the most recent election to make a declaration that they are still willing and eligible to be elected.

### 4. CONCLUSION / PROPOSAL

- 4.1 That Council notes the update in relation to the current vacancies in the Central and North Ward.



Level 6, 60 Light Square  
Adelaide SA 5000

GPO Box 646  
Adelaide SA 5001

T +61 8 7424 7400  
W [ecsa.sa.gov.au](http://ecsa.sa.gov.au)

ABN 99 891 752 468

15 June 2023

Mayor Gillian Aldridge OAM  
City of Salisbury  
PO Box 8  
SALISBURY SA 5108

By email: [galdridge@salisbury.sa.gov.au](mailto:galdridge@salisbury.sa.gov.au)

Dear Mayor

Thank you for your correspondence of 14 June 2023 regarding the removal of two ward councillors from office in accordance with section 54(1)(d) of the *Local Government Act 1999* ('the Act').

Pursuant to section 54(6) of the Act, the chief executive officer must give notice of the vacancies in the Gazette. Once this has occurred, my office will take steps to fill the vacancies.

As the vacancies have occurred within 12 months of the conclusion of the periodic elections, my office will apply section 6A of the Act.

I will contact the candidates who were not successfully elected during the periodic elections held in November 2022 to determine their eligibility. Should more than one candidate be eligible and willing to fill each of the positions, I will conduct a recount of the votes cast at the periodic elections as prescribed by regulation 3A of the *Local Government (Elections) Regulations 2010*.

Any future enquiries should be directed to the Electoral Commission SA via my office or via [ECSA.Elections@sa.gov.au](mailto:ECSA.Elections@sa.gov.au).

Yours sincerely



Mick Sherry  
**ELECTORAL COMMISSIONER**

CC: John Harry, Chief Executive Officer  
[jharry@salisbury.sa.gov.au](mailto:jharry@salisbury.sa.gov.au)

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<b>ITEM</b>	GB8
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Future Reports for the Governance and Compliance Committee
<b>AUTHOR</b>	Hayley Berrisford, PA to General Manager Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This item details reports to be presented to the Governance and Compliance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**That Council:

1. Notes the report.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

**2. CONSULTATION / COMMUNICATION**

## 2.1 Internal

- 2.1.1 Report authors and General Managers.

## 2.2 External

- 2.2.1 Nil.

### 3. REPORT

3.1 The following table outlines the reports to be presented to the Governance and Compliance Committee as a result of a Council resolution:

<b>Meeting Item</b>	<b>- Heading and Resolution</b>	<b>Officer</b>
27/06/2022 3.2.1	<b>Community Compliance Resources</b> 2. Approves a report on the Community Compliance resources and outcomes be presented to Council by 30 November 2023 to enable consideration of required resource demands without the impacts of COVID-19 on both staff and the community. <b>Due:</b> November 2023	John Darzanos
22/08/2022 MON1	<b>Motion on Notice: Elected Member Communication Process and Protocols</b> That Administration bring back to the Governance and Compliance Committee a report that details the current communication process and protocols to ensure Elected Members are aware of: a. significant Council infrastructure projects and initiatives. b. development our for public consultation within the City of Salisbury. c. Council public consultation initiatives. d. community events within the City of Salisbury. e. City of Salisbury media notifications <b>Due:</b> July 2023	Helen Atkins
22/05/2023 G&C- MWON1	<b>Pitman Park</b> 1. Requests the Administration to present a report to the Governance and Compliance Committee by August 2023 to seek Pitman Park declared as an alcohol free area under Council By-Laws, to reduce antisocial behaviours associated with the consumption of alcohol. <b>Due:</b> August 2023	John Darzanos

### 4. CONCLUSION / PROPOSAL

4.1 Future reports for the Governance and Compliance Committee have been reviewed and are presented for noting.



<b>ITEM</b>	GB9
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Caretaker Policy
<b>AUTHOR</b>	Joy O’Keefe-Craig, Team Leader Council Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community

**SUMMARY** Council resolved at its meeting held on 31 January 2023 to create a working group including the Chair of Governance and Compliance Committee, the Mayor, Cr Grenfell and appropriate administration staff to give further consideration to the Caretaker Policy. This report provides the opportunity for Council to consider the Caretaker Policy following input from the working group. The policy implements the statutory caretaker period requirements under section 91A of the *Local Government (Elections) Act 1999*.

## RECOMMENDATION

### That Council:

1. Adopts the Caretaker Policy, set out in Attachment 1 to this report (Item GB9, Council meeting, 26 June 2023).

## ATTACHMENTS

Caretaker Policy

### 1. BACKGROUND

- 1.1 Section 91A of the *Local Government (Elections) Act 1999* (the Elections Act) requires councils to prepare and adopt a caretaker policy to govern the conduct of the council and its staff during the election period.
- 1.2 The Caretaker Policy was last reviewed by Council at its meeting held on 28 February 2022 when the Policy was updated to reflect changes arising from the commencement of the *Statutes Amendment (Local Government Review) Act 2021* and in preparation for the 2022 Local Government periodic elections.
- 1.3 The Caretaker Policy does not apply to supplementary elections.

### 2. CONSULTATION / COMMUNICATION

- 2.1 Internal

- 2.1.1 Working Group consisting of Mayor, Deputy Mayor, Chair of the Governance and Compliance Committee, Cr Grenfell, Chief Executive Officer and Manager Governance

### 3. REPORT

- 3.1 The current policy is based on the LGA Model Policy which was developed in December 2021 to reflect the changes under the *Statutes Amendment (Local Government Review) Act 2021*.
- 3.2 Section 91A(2) of the Elections Act sets minimum standards for council caretaker policies.
- 3.3 Caretaker policies must at a minimum:
- Prohibit the making of a designated decision during the election period; and
  - Prohibit the use of council resources for the advantage of a particular candidate or group of candidates during the election period.
- 3.4 Following a Motion on Notice, Council resolved at its meeting held on 28 November 2022:
- That the Caretaker Policy be brought to the January 2023 Governance and Compliance Committee Meeting for consideration.*
- 3.5 Council resolved at its meeting held on 31 January 2023 to:
- Defer this item to allow for the creation of a working party which includes the Chair of Governance and Compliance Committee, the Mayor, Cr Grenfell and appropriate administration staff to give further consideration to this policy.*
- 3.6 The Caretaker policy has been updated to include all recommendations from the working party.
- 3.7 For ease of review, the track changes highlight the proposed amendments in the Caretaker Policy, Attachment 1 to this report.
- 3.8 All councils are required to update their Caretaker Policy in early 2026, prior to the 2026 Local Government periodic elections.

### 4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to consider the Caretaker Policy outlining the requirements of the *Local Government (Elections) Act 1999*. This Policy sets out the parameters and provides a clear policy position that Council will operate by during a Local Government Election Caretaker period in context of periodic elections.



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

## Caretaker Policy

Adopted by:	Council
Responsible Division:	CEO and Governance
First Issued/Adopted:	2011
Last Reviewed:	<del>28 February June 2022</del> <u>2023</u>
Next Review Date:	<del>To align with upcoming election</del> <u>January 2026</u>

### 1. ~~Introduction~~ Purpose

- ~~1.1 — It is a long established democratic principle that outgoing elected bodies should not use public resources for election campaigning, nor make decisions which may unreasonably, inappropriately, or unnecessarily bind an incoming Council.~~
- ~~1.2 — This policy affirms Council's commitment to fair and democratic elections, and adherence to this principle and includes a commitment to comply with the statutory caretaker period requirements under section 91A of the *Local Government (Elections) Act 1999 (SA)*.~~

### 2. Scope

- ~~2.1 — This Policy applies throughout the election period for a general election. For the purposes of the Local Government Elections of November 2022, the policy commences on 6 September 2022 and ends when the election results have been certified by the Electoral Commission of South Australia (ECSA).~~

2.21 This Policy applies to:

2.21.1 The Council; Elected Members and

2.2.2 Council staff.

2.3 This Policy does not apply to Supplementary elections.

~~2.3 This Policy is to be taken to form part of the Code of Conduct for Council Members gazetted for the purposes of section 63 of the Local Government Act 1999.~~

Election Period:

~~2.1 This Policy applies throughout the election period for a general election. For the purposes of the Local Government Elections of November 2022, the policy commences on 6 September 2022 - the day chosen by the Council for the purposes of this policy, being a date earlier than the close of nominations for the general election and ends when the election results have been certified by the Electoral Commission of South Australia (ECSA).~~

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### 3. Legislative Requirements

3.1 *Local Government Act 1999*

3.2 *Local Government (Elections) Act 1999*

### 4. Interpretation/Definitions

**Chief Executive Officer** means the appointed Chief Executive Officer or Acting Chief Executive Officer or nominee.

**Council Member** means an elected member of the **City of Salisbury**.

**Council resources** may include:

- (a) Materials published by Council
- (b) Facilities and goods owned by the Council;
- (c) Attendance and participation at functions and events;
- (d) Access to Council information; and
- (e) Media services

**Council staff** means any person who is employed full-time, part-time or casually by the Council who receives remuneration for their work.

**Designated decision** means a decision:

- (a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer

- or to suspend the Chief Executive Officer for serious and wilful misconduct;
- (b) to terminate the appointment of the Chief Executive Officer;
  - (c) to enter into a contract, arrangement or understanding (other than a contract for road construction, road maintenance or drainage works) the total value of which exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates in the preceding financial year, except if the decision:
    - (i) relates to the carrying out of works in response to an emergency or disaster within the meaning of the *Emergency Management Act 2004* (SA), or under section 298 of the *Local Government Act 1999* (SA);
    - (ii) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;
    - (iii) relates to the employment of a particular Council employee (other than the Chief Executive Officer);
    - (iv) is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or
    - (v) relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council; or

**Election period** means the period commencing on the day of the close of nominations for a general election and expiring when the election results have been certified by ECSA.

**General election** means a general election of council members held:

- (a) under section 5 of the *Local Government (Elections) Act 1999*; or
- (b) pursuant to a proclamation or notice under the *Local Government Act 1999* (SA).

**Minister** means the Minister for Local Government or other minister of the South Australian government vested with responsibility for the *Local Government (Elections) Act 1999*.

## 5. Policy Statements

### 5.1 PROHIBITION ON DESIGNATED DECISIONS

5.1.1 The Council is prohibited from making a designated decision during an election period.

5.1.2 A decision of the Council includes a decision of:

- A Committee of Council; and
- A delegate of Council.

## 5.2 PROHIBITION ON THE USE OF COUNCIL RESOURCES

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5.2.1 Council resources must not be used for the advantage of a particular candidate or group of candidates.

5.2.2 For clarity, neither the *Local Government (Elections) Act 1999* nor this Caretaker Policy prohibits Council providing resources to all members of the public which incidentally includes all candidates for election.

5.2.3 The following Council resources must not be used for the advantage of a particular candidate or group of candidates and may only be used by council members, where necessary in the performance of their ordinary duties as a Council member:

- Mobile phones;
- Council vehicles;
- Council-provided landline phones, computers and other office equipment beyond that provided to members of the public (eg in a public library);
- Council-provided business cards;
- Requests to Council employees to perform tasks which would confer an advantage on a candidate or group of candidates;
- The ability to issue invitations to Council events;
- Council travel arrangements (eg access to council-negotiated rates for flights, accommodation or hire cars);
- Access to areas that members of the public cannot access, including areas within the properties of third parties (eg a 'Mayor's Parlour' at a suburban football oval);
- Council produced promotional brochures and documents.

5.2.4 Despite Clause 3 above, Council may determine those Council resources that may be used by all candidates for election on an equal basis.

5.2.5 The use of existing Councillor position title is allowed however, Elected Members will not use their position as an elected representative to gain media attention or support of their election campaign.

## 5.3 APPLICATION FOR EXEMPTION

5.3.1 Pursuant to section 91A(3) of the *Local Government (Elections) Act 1999*, if the Council considers that it is faced with extraordinary circumstances which require the making of a designated decision during an election period, the Council may apply in writing to the Minister for an exemption

to enable the making of a designated decision that would otherwise be invalid under section 91A of the *Local Government (Elections) Act 1999* and this policy.

5.3.2 Pursuant to section 91A(4) of the *Local Government (Elections) Act 1999*, if the Minister grants an exemption to enable the making of a designated decision that would otherwise be invalid under section 91A of the *Local Government (Elections) Act* and this policy, then the Council and Council staff will comply with any conditions or limitations that the Minister imposes on the exemption.

#### **5.4 TREATMENT OF OTHER SIGNIFICANT DECISIONS**

5.4.1 So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling significant decisions (including major policy decisions) for consideration during an 'election period' and ensure that such decisions:

- are considered by Council prior to the 'election period'; or
- are scheduled for determination by the incoming Council.

5.4.2 A 'significant decision' is any major policy or other decision which will significantly affect the Council area or community or will bind the incoming Council.

5.4.3 A 'major policy' decision includes any decision (not being a designated decision):

- to spend unbudgeted monies;
- to conduct unplanned public consultation;
- to adopt a new policy;
- to dispose of Council land;
- to approve community grants;
- to progress any matter which has been identified as an election issue; and
- any other issue that is considered a major policy decision by the Chief Executive Officer.

5.4.4 The determination as to whether or not any decision is significant will be made by the Chief Executive Officer, after consultation with the Mayor. The Chief Executive Officer must keep a record of all such determinations made and make this list available to candidates upon request.

5.4.5 Where the Chief Executive Officer has determined that a decision is significant, but circumstances arise that require the decision to be made during the election period, the Chief Executive Officer will report this to the Council.



5.4.6 The aim of the Chief Executive Officer's report is to assist Council Members to assess whether the decision should be deferred for consideration by the incoming Council.

5.4.7 The Chief Executive Officer's report to Council will address the following issues (where relevant):

- why the matter is considered 'significant';
- why the matter is considered urgent;
- what are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council;
- whether deciding the matter will significantly limit options for the incoming Council;
- whether the matter requires the expenditure of unbudgeted funds;
- whether the matter is the completion of an activity already commenced and previously approved by Council;
- whether the matter requires community engagement;
- any relevant statutory obligations or timeframes; and
- whether dealing with the matter in the election period is in the best interests of the Council area and community.

5.4.8 Council will consider the Chief Executive Officer's report and determine whether or not to make the decision.

## **5.5 CONTINUING THE FUNCTIONS OF THE COUNCIL DURING THE CARETAKER PERIOD**

5.5.1 Nothing in this policy prevents the Mayor, Council Members and staff carrying on the business of the Council during the caretaker period. The Mayor will continue to accept invitations to attend community functions, as will Council Members, particularly when those functions are in recognition of activities of community groups whether having gained the support of the Council through grants or not.

5.5.2 The CEO will ensure as far as is practical that Council initiatives will not be launched during the caretaker period.

5.5.3 The adopted Media Policy will continue to apply in relation to Council spokespersons during the Caretaker period.

## **5.6 CONSEQUENCES OF CONTRAVENING THIS POLICY**

5.6.1 Pursuant to section 91(A)(5) of the *Local Government Elections Act 1999*, a designated decision made by Council during an election period is invalid, except where an exemption has been granted by the Minister.

5.6.2 Pursuant to section 91(A)(6) of the *Local Government Elections Act 1999*, any person who suffers loss or damage as a result of acting in good faith on a designated decision made by the Council in contravention of this Policy is entitled to compensation from the Council for that loss or damage.

5.6.3 Disciplinary consequences or prosecutions may result for a breach of this Policy or the *Local Government Elections Act 1999*.

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~~5.6.3 A breach of this policy is a breach of the Code of Conduct for Council Members.~~

## 6. Complaint handling during Caretaker period

Any breach of this policy in relation to staff conduct will be referred to the Chief Executive Officer.

Any complaints against an Elected Member who is also a candidate for re-election in relation to Behavioural Standards for Council Members will not be determined by Council during the Caretaker period.

The Chief Executive Officer, upon receiving a complaint against an Elected Member who is also a candidate for re-election in relation to their conduct in relation to this Policy, will assess and investigate in accordance with the process outlined in the Behavioural Management Policy.

Complaints in relation to Behavioural Standards during the Caretaker period will be referred to the relevant agency depending on the nature of the complaint.

The Electoral Commissioner investigates any breach of the *Local Government (Election) Act 1999*.

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## 76. Related Policies and Procedures

6.1 [Behavioural Management Policy](#)

6.2 ~~Code of Conduct for Council Employees~~~~Caretaker Guidelines, December 2021~~~~Local Government Association (included as an attachment to this Policy)~~~~LGA Guidelines removed.~~

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## 87. Approval and Change History

Version	Approval Date	Approval By	Change
4	28 February 2022	Council	Various changes as a result of LG reform

## 8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub  
34 Church Street, Salisbury SA 5108  
Telephone: 8406 8222  
Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

## 9. Review

This Policy will be reviewed to align with an upcoming election.

### Further Information

For further information on this Policy please contact:

Responsible Officer: Manager Governance  
Address: 34 Church Street, Salisbury SA 5108  
Telephone: 8406 8222  
Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)



<b>ITEM</b>	GB10
	<b>COUNCIL</b>
<b>DATE</b>	26 June 2023
<b>HEADING</b>	Review of Naming of Roads and Public Places Policy
<b>AUTHOR</b>	Chris Zafirooulos, Assessment Manager, City Development
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This report presents the Naming of Roads and Public Places Policy to Council for consideration and adoption. The Policy has been reviewed and no changes are required.

**RECOMMENDATION**That Council:

1. Adopts the *Naming of Roads and Public Places Policy* as set out in Attachment 1 to this report (Council Meeting, 26 June 2023, Item No. GB10) is endorsed.

**ATTACHMENTS**

Naming of Roads and Public Places Policy.

**1. BACKGROUND**

- 1.1 The changing of names for roads and public places occurs infrequently and involves the consultation with affected parties and prescribed stakeholders.
- 1.2 Council's Policy Framework provides for Council Policies to be reviewed within 12 months of a general election and thereafter every two years.
- 1.3 The Naming of Roads and Public Places Policy was last reviewed in February 2021 and is now due for review.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Consultation with staff as to the continuing relevance of the policy and any changes that may be required.
- 2.2 External
  - 2.2.1 Nil.

**3. REPORT**

- 3.1 The Naming of Roads and Public Places Policy has been reviewed by the Policy Owner. No changes of substance are required at this time in the content of the Policy to ensure its continuing relevance.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Naming of Roads and Public Places Policy as contained within Attachment 1 is recommended to Council for adoption.



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

## Naming of Roads and Public Places Policy

Adopted by:	Council
Responsible Division:	Development Services
First Issued/Adopted:	24 May 2010
Last Reviewed:	22 February 2021 <sup>1</sup>
Next Review Date:	February 2025 <sup>3</sup>

### 1. Purpose

Council *must* assign a name to each public road created by land division.

It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include 'unmade' road reserves.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc. Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road connects to.

All roads that can be used as part of an address for an address site will be assigned a name.

Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

## 2. Scope

This policy applies to all sealed public roads, all formed public roads within the Council area that are regularly accessed, all formed private roads that are accessible to the public (subject to specified criteria) and public places within the City of Salisbury.

## 3. Legislative Requirements and Corporate Policy Context

*Local Government Act 1999 (Section 219)*

## 4. Interpretation/Definitions

Nil

## 5. Policy Statements

### 5.1 Initiating the Road and Public Place Naming Process

A road naming or public place naming process may be initiated if:

- a request is received by the Council from a Government agency (such as DIT);
- a request is received by the Council from an affected land owner or their agent;
- Council resolves that a name change be investigated;
- Council staff determine it is in the public interest to investigate a change in road name;
- Council opens or forms a road or public place; or
- Council receives an application for a land division.

### 5.2 Names of Roads and Public Places

In the naming and renaming of public roads or public places, the following principles will be observed.

#### 5.2.1 Uniqueness

- a) A road or public place will have only one name.
- b) A road name will be unique within an official suburb, postcode or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (eg emergency services response).
- c) Roads that are maintained by the Department for Infrastructure and Transport (DIT) will be named by DIT. Council will consult with DIT in relation to naming these roads.
- d) Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible.
- e) If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should



have a single and unique name.

- f) Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

### **5.2.2 Name Sources**

Sources for road names or public places may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons;
- local history;
- thematic names such as flora, fauna, ships etc;
- war/casualty lists; and
- commemorative names.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.

The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

### **5.2.3 Propriety**

Names of living persons will be avoided.

Names, which are characterised as follows, will not be used.

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company.

### **5.2.4 Communication**

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their geographic relationship e.g. Proof Range Road;
- roads with double destination names will be avoided.

### **5.2.5 Spelling**

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Generally road names proposed or approved will not contain abbreviations e.g. the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions, "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

### **5.2.6 Form**

The apostrophe mark ' will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road".

Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow".

The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

### **5.2.7 Type of Road**

Road names will include an appropriate road type suffix conforming to the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, eg,
  - Crescent - a crescent or half-moon, re-joining the road from which it starts;
  - Esplanade - open, level and often along the seaside or a river.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following list of suitable road type suffixes is included as examples. [The list has been sourced from Australian Standards AS 1742.5 - 1986 and AS4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.] Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

#### **5.2.8 No Prefix or Additional Suffix**

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

### **5.3 Naming of Private Roads**

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

### **5.4 Consultation with Adjoining Councils**

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months’ notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [See section 219(2) of the Local Government Act 1999]

## 5.5 Public Notice of Name Assignment or Change

Council will give public notice of the assigning or changing of a road name or public place. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the Local Government Act 1999. Public notice will include the date that the new name takes effect and notice will also be published on the Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au).

Public consultation is not required where a name is being assigned to a new road created via a land division. When Council is approving names proposed by applicants for land division, consideration will be given to the provisions of this policy.

## 5.6 Advise Relevant Parties of New Name or Name Change

Council will provide written notice (e.g. by email) of Council's decision on a new road name or name change to all relevant parties, including:

- Registrar-General;
- Surveyor-General;
- Valuer-General [see section 219(3)(a) of the *Local Government Act 1999*];
- the owner of the road (if a private road);
- owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- SA Power Networks;
- SA Police;
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service.

## 5.7 Date of Effect for New Names or Name Changes

The date of effect of the new or changed road name or public place will be determined at the time the decision to assign the name is made so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationery and advertising references;

- Potential confusion for people using maps and street directories that effectively become out of date; and
- The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

Council will update the Register of Public Roads as required by section 231 of the *Local Government Act 1999*.

## 5.8 Road Name Signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. (Signage may be erected during construction of a sub-division).

*Note: Signage for State road names is the responsibility of DIT.*

## 5.9 Monitor and Review of Policy

This policy will be regularly monitored and reviewed every 2 years, or more frequently as required. Public notice will be given of adopting or altering this policy. [See section 219(7) of the Local Government Act 1999]

## 6. Related Policies and Procedures

City of Salisbury Delegations Manual

## 7. Approval and Change History

Version	Approval Date	Approval By	Change
5	22/02/2021	Council	Nil

## 8. Availability

8.1. The Policy is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)

8.2. The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub  
 34 Church Street, Salisbury SA 5108  
 Telephone: 84068222  
 Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

## 9. Review

This Policy will be reviewed in February 202~~3~~<sup>5</sup>.

### Further Information

For further information on this Policy please contact:

Responsible Officer: Assessment Manager

Address: 34 Church Street, Salisbury SA 5108

Telephone: 8406 8222

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

**ITEM**

GB11

**COUNCIL**

**HEADING**

Recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Tuesday 13 June 2023

**AUTHOR**

Karen Boyd, Governance Support Officer, CEO and Governance

**SUMMARY**

The minutes and recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Tuesday 13 June 2023 are presented for Council's consideration.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Intercultural Strategy and Partnerships Sub Committee Minutes of the meeting held on 13 June 2023 be received and noted and that the following recommendations contained therein be adopted by Council:

**ISPS1 Intercultural Alliances and Intercultural Training**

That Council:

1. Approves to maximise collaboration between Salisbury Intercultural Community Alliance and Salisbury Intercultural Strategic Alliance staff and members to review Terms of References for Salisbury Intercultural Strategic Alliance and Salisbury Intercultural Community Alliance.
2. Notes that Salisbury Intercultural Community Alliance members will be invited to attend every second Salisbury Intercultural Strategic Alliance meeting, that both groups will be invited to attend to observe the Intercultural Strategy and Partnerships Sub Committee meetings and that regular reporting lines will be established for both of the Alliances through to the Intercultural Strategy and Partnerships Sub Committee.
3. Notes a review of membership for Salisbury Intercultural Community Alliance and Salisbury Intercultural Strategic Alliance will be undertaken and an invitation to other providers active in the City of Salisbury will be provided.
4. Notes that Elected Members are able to attend 1x 2-hour Cultural Intelligence (CQ) Training by Multicultural Communities South Australia and 1x 2-hour training by the Adelaide Holocaust Museum.
5. Notes the universal definition of Anti-Semitism be included in relevant policies.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Minutes Intercultural Strategy and Partnerships Sub Committee - 13 June 2023





**MINUTES OF INTERCULTURAL STRATEGY AND PARTNERSHIPS SUB  
COMMITTEE MEETING HELD IN THE LITTLE PARA CONFERENCE ROOMS,  
SALISBURY COMMUNITY HUB, 34 CHURCH STREET, SALISBURY ON**

**13 JUNE 2023**

**MEMBERS PRESENT**

Cr Johnny Chewparsad (Chair)  
Deputy Mayor, Cr C Buchanan  
Cr S McKell  
Cr S Ouk (Deputy Chair)  
Cr S Reardon

**OBSERVERS**

Cr P Jensen

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Acting General Manager City Infrastructure, Mr J Collins  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco  
PA to General Manager Community Development, Ms S Howley

The meeting commenced at 7:37pm.

The Chairman welcomed the Elected Members, public and staff to the meeting.

**APOLOGIES**

An apology has been received from Mayor G Aldridge.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr S Ouk  
Seconded Cr S McKell

The Minutes of the Intercultural Strategy and Partnerships Sub Committee Meeting held on 30 February 2023, be taken as read and confirmed.

**CARRIED**  
Unanimously

## REPORTS

### ISPS1 Intercultural Alliances and Intercultural Training

Moved Cr C Buchanan  
Seconded Cr S Ouk

That Council:

1. Approves to maximise collaboration between Salisbury Intercultural Community Alliance and Salisbury Intercultural Strategic Alliance staff and members to review Terms of References for Salisbury Intercultural Strategic Alliance and Salisbury Intercultural Community Alliance.
2. Notes that Salisbury Intercultural Community Alliance members will be invited to attend every second Salisbury Intercultural Strategic Alliance meeting, that both groups will be invited to attend to observe the Intercultural Strategy and Partnerships Sub Committee meetings and that regular reporting lines will be established for both of the Alliances through to the Intercultural Strategy and Partnerships Sub Committee.
3. Notes a review of membership for Salisbury Intercultural Community Alliance and Salisbury Intercultural Strategic Alliance will be undertaken and an invitation to other providers active in the City of Salisbury will be provided.
4. Notes that Elected Members are able to attend 1x 2-hour Cultural Intelligence (CQ) Training by Multicultural Communities South Australia and 1x 2-hour training by the Adelaide Holocaust Museum.
5. Notes the universal definition of Anti-Semitism be included in relevant policies.

**CARRIED**  
Unanimously

## MOTIONS ON NOTICE

*There were no Motions on Notice.*

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**QUESTIONS ON NOTICE**

*There were no Questions on Notice.*

**OTHER BUSINESS**

*(Motions Without Notice, Questions Without Notice, CEO Updates)*

**CLOSE**

The meeting closed at 7:47pm.

CHAIRMAN.....

DATE.....

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**ITEM** MD1  
**DATE** 26 June 2023  
**HEADING** Mayor's Diary  
**RECOMMENDATION**

That Council:

1. Notes this information.

<b>Date</b>	<b>Time</b>	<b>Function</b>
19/05/2023	09:30 AM	Opening of the Rotary Club of Salisbury's Cobbler Creek Shelter
20/05/2023	09:30 AM	Mayor to Open - John Street Party
20/05/2023	10:15 AM	Event: Public Art Unveiling - 'City Band Tribute' by Plasma Art
20/05/2023	03:00 PM	Pontian football
21/05/2023	05:40 PM	National Volunteer Week Event
21/05/2023	12 Noon	Justice of the Peace - Thank you Lunch
22/05/2023	03:30 PM	Meeting to Discuss First Nations Events - 2023
22/05/2023	04:00 PM	Pre-Council Meeting Briefing
22/05/2023	04:30 PM	Office Time - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
22/05/2023	06:30 PM	Council Meeting
23/05/2023	10:00 AM	Visit to Indie School
23/05/2023	01:30 PM	Meeting with Resident
23/05/2023	03:00 PM	Council Meeting Filming
23/05/2023	04:30 PM	Meeting with Lindsay Virgo and Ward Councillors - Stage 2 Implementation of the St Kilda Masterplan
23/05/2023	12 Noon	Media Issues - Regular Catch-up
24/05/2023	01:30 PM	Meeting with Resident
24/05/2023	02:30 PM	Victoria Purman Author Talk
26/05/2023	10:00 AM	FYI - Sorry Day
27/05/2023	02:30 PM	Burger Day fundraiser
27/05/2023	12 Noon	Salisbury North Football Club - Indigenous Round Lunch
28/05/2023	11:30 AM	Friend of Pledger Wetlands - Community Planting
28/05/2023	01:30 PM	Mawson Lakes Garden Club 10th Anniversary
29/05/2023	10:00 AM	Reconciliation Week Event - Be a Voice for Generations
29/05/2023	11:30 AM	Interview with local Podcast
29/05/2023	01:00 PM	Discussion with Acting CEO/ Manager Governance
29/05/2023	01:00 PM	Meeting with Member for Playford - Mr John Fulbrook
29/05/2023	01:30 PM	Meeting with Residents re Multicultural Program
29/05/2023	04:00 PM	Office Time - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
29/05/2023	06:30 PM	Special Council Meeting
30/05/2023	01:00 PM	Signing - Council Contract
30/05/2023	05:00 PM	Salisbury Aquatic Centre - Project Control Group Meeting No. 10

30/05/2023	12 Noon	Provided JP Services
4/06/2023	10:15 AM	NDIS Event
4/06/2023	11:00 AM	Salisbury Community Fun Day at Ingle Farm Recreation Centre
5/06/2023	11:00 AM	Meeting with Pastor of Church
5/06/2023	04:00 PM	Office Time - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
5/06/2023	06:30 PM	Special Council Meeting
6/06/2023	10:00 AM	Radio Show
6/06/2023	11:30 AM	Media Issues - Regular Catch-up
6/06/2023	12:30 PM	Regular Catchup to Discuss Current/Upcoming Planning/Building Issues
6/06/2023	06:30 PM	Rotary Club of Mawson Lakes Dinner (Handover)
6/06/2023	12 Noon	Meeting with GM Community Dev - Fringe Discussion
8/06/2023	02:30 PM	Catch up Mayor/ CEO
8/06/2023	03:15 PM	Citizenship Ceremony - Early Session
8/06/2023	04:30 PM	Catch up with Para Hills Bowling Club President
8/06/2023	06:30 PM	Citizenship Ceremony - Evening Session
15/06/2023	02:00 PM	Meeting with Resident
15/06/2023	02:30 PM	Catch up with PA
15/06/2023	03:00 PM	Meet the Candidate for the Media & Public Relations Advisor Role
15/06/2023	03:30 PM	Catch up with CEO
16/06/2023	07:30 AM	Breakfast Forum: Profit from the Circular Economy
17/06/2023	09:30 AM	Itty Bitty Band - World Tour of John Street
19/06/2023	09:30 AM	Mayor & GM Catch Up - Urban Services Committee Discussion
19/06/2023	01:00 PM	Catch up - Art Wall
19/06/2023	02:30 PM	Media Issues - Regular Catch-up
19/06/2023	03:30 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
19/06/2023	04:00 PM	Meeting with Representative from MPs Office
19/06/2023	04:30 PM	Mayor / GM - Community Development Monthly Meeting
19/06/2023	06:30 PM	Policy & Planning and Urban Services Committee meetings
20/06/2023	11:00 AM	Mayor/CEO/EA - Regular Catch up
20/06/2023	05:30 PM	Working Group - GAROC Draft Business Plan
20/06/2023	06:30 PM	Innovation & Business Development and Community Wellbeing and Sport Committee meetings
20/06/2023	12 Noon	Report Update
21/06/2023	12 Noon	Lunch with residents

#### **Events attended by Elected Members on behalf of the Mayor**

<b>Date</b>	<b>Member</b>	<b>Function</b>
28/05/2023	Deputy Mayor Chad Buchanan	Launch of Historic 'Glenelg' H-Type tram #352

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## REPORTS FROM COUNCIL REPRESENTATIVES

## QUESTIONS ON NOTICE

*There are no Questions on Notice.*

## QUESTIONS WITHOUT NOTICE

## MOTIONS ON NOTICE

### MON1 Motion on Notice: Blue Tree

Cr Shiralee Reardon has submitted the following Motion on Notice:

That Council:

1. Requests the Administration to work with the Gilles Plains Lions Club to identify a suitable location for the painting of a blue tree in 2023/24, as part of the Blue Tree Project, raising awareness for mental health.
2. Notes that the Gilles Plains Lions Club can apply for a Community Development Grant for projects undertaken within the City of Salisbury.

### **Administration Comment:**

If this motion is carried, Administration will action accordingly.

## OTHER BUSINESS

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## ORDERS TO EXCLUDE THE PUBLIC

### 1.4.1 Strategic Growth Framework Waterloo Corner and Bolivar Corridor Update

#### 1.4.1FI Strategic Growth Framework Waterloo Corner and Bolivar Corridor Update

#### Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. Pursuant to Section 90(2) and (3)(b)(i) and (d)(i) and (j)(i) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:

- it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- information the disclosure of which would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council).

2. In weighing up the factors related to disclosure,

- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

On that basis the public's interest is best served by not disclosing the **Strategic Growth Framework Waterloo Corner and Bolivar Corridor Update** item and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.



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## **5.1.6 Salisbury Aquatic Centre Redevelopment - Project Budget & Progress Update**

### **Recommendation**

*Pursuant to section 90(2) and (3)(a) of the Local Government Act the Community Wellbeing and Sport Committee orders that public be excluded from attendance at the part of this meeting relating to Agenda Item 5.1.6 Salisbury Aquatic Centre Redevelopment – Project Budget and Progress Update.*

1. *Pursuant to Section 90(2) and (3)(b)(i)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
  - it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
  - and would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

*On that basis the public's interest is best served by not disclosing Item 5.1.6 **Salisbury Aquatic Centre Redevelopment – Project Budget and Progress Update** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, Chief Executive Officer, General Manager Community Development, General Manager Business Excellence, General Manager City Infrastructure, General Manager City Development, Manager Governance and Personal Assistance to General Manager Community Development be excluded from attendance at the meeting for this Agenda Item.*

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## 5.4.1 Indoor Recreation Centres - Equipment Purchase

### Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (d)(i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

*On that basis the public's interest is best served by not disclosing the **Indoor Recreation Centres - Equipment Purchase** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

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## 6.4.1 Community Centres Governance Review

### Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(a) and (b)(i) and (d)(i) and (d)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and*
  - *information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
  - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
  - *Council to discuss the financial position and other sensitive matters relating to the incorporated associations/committees.*

*On that basis the public's interest is best served by not disclosing the **Community Centres Governance Review** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

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## C1 Request for Extension of Confidentiality Orders

### Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. Pursuant to Section 90(2) and (3)(a) and (b)(i) and (b)(ii) and (d)(i) and (d)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
  - it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and
  - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
  - information the disclosure of which would, on balance, be contrary to the public interest; and
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure,
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations
  - Non disclosure of this item at this time would protect the personal, commercial and financial interest of the Council and its ratepayers.

*On that basis the public's interest is best served by not disclosing the **Request for Extension of Confidentiality Orders** item and discussion at this point in time.*
3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

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## C2 Chapel of the Holy Family Mausoleum - Expiry of Lease Arrangements

### Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(d)(i) and (h) and (i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
  - *legal advice; and*
  - *information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council.*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

*On that basis the public's interest is best served by not disclosing the **Chapel of the Holy Family Mausoleum - Expiry of Lease Arrangements** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CLOSE



John Harry  
**CHIEF EXECUTIVE OFFICER**